This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.

+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.

+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.

+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

WORD STUDY FOR HIGH SCHOOLS

UC-NRLF
$B 307 121

SWAN

GIFT OF
Publishers

SIGILLVM · VNIVERSITATIS · CALIFORNIENSIS
LVX
FIAT
MDCCCLXVIII
EX LIBRIS

Educ. Dept.

891
S96
W

WORD STUDY FOR HIGH SCHOOLS

THE MACMILLAN COMPANY
NEW YORK · BOSTON · CHICAGO · DALLAS
ATLANTA · SAN FRANCISCO

MACMILLAN & CO., LIMITED
LONDON · BOMBAY · CALCUTTA
MELBOURNE

THE MACMILLAN CO. OF CANADA, LTD.
TORONTO

WORD STUDY FOR HIGH SCHOOLS

BY

NORMA LIPPINCOTT SWAN

FORMERLY HEAD OF THE ENGLISH DEPARTMENT
IN THE LONG BRANCH HIGH SCHOOL
NEW JERSEY

New York

THE MACMILLAN COMPANY

1920

All rights reserved

COPYRIGHT, 1920,
BY THE MACMILLAN COMPANY.

Set up and electrotyped. Published January, 1920.

Norwood Press
J. S. Cushing Co. — Berwick & Smith Co.
Norwood, Mass., U.S.A.

PREFACE

THERE is excuse no longer for the author of a spelling book who selects his material without definite knowledge of which words are most useful and which are most likely to be misspelled. Such careful and extensive investigation as has been made in the field of working and foundation vocabularies by Jones [1] and Ayres,[2] to mention only two of the recent investigators, removes the subject from the realm of conjecture and haphazard choice and greatly simplifies the teaching of spelling by reducing the number of words formerly included in spelling books. No word, of course, is immune to misspelling, for the ingenuity of the bad speller is prodigious, but certain classes of words are more frequently misspelled than others, and against these the teacher must wage constant and unceasing warfare with all the weapons at his command. Words containing *ie* and *ei,* words ending in *el* and *le,* words containing silent letters and doubled letters are all pitfalls for the unwary. The correct spelling of common words should be fixed in the lower grades, but it is needless to say that the misspelling of many of them is carried over into the high school and even into college; therefore no apology is offered for including in a book designed for the use of high school students a thousand simple words which careful investigation has shown are most frequently misspelled.

Two devices have been used in presenting these drill words, both of which are based upon sound psychological principles and hence should prove helpful to those for whom the first twenty-seven pages

[1] "Concrete Investigation of the Material of English Spelling" by W. Franklin Jones, Ph.D., University of South Dakota, covering 75,000 student themes.

[2] "A Measuring Scale for Ability in Spelling" by Leonard P. Ayres, Division of Education, Russell Sage Foundation, New York City, based upon spellings of 70,000 pupils.

460000

are designed. One is the arrangement in alphabetical order so as to associate words of the same initial letter rather than words of the same initial sound. Thus, *any* appears with *aim, ankle, answer; cough, could,* and *crooked* appear with *city, circle, circus; gnaw* appears with *general, giant, glue; honor* with *hooked, hose, howl.* The second device, that of printing the drill words in script, aids in correct visualization since it minimizes the difference between the form in the book and the student's written reproduction.

The exercises in pronunciation are believed to cover a wider range and offer a greater opportunity for drill than is usually found in high school textbooks. The pages devoted to common mistakes in speech should prove useful in improving the standard of spoken English. The author hopes that both these sections will be regarded with favor by teachers using the book since, after all, the spoken language of the student is the universal standard by which he is judged. A teacher can perform no greater service for his students, especially those of foreign birth, than to correct flagrant errors in their speech. The author has consistently avoided suggesting the correct sound or form by giving the incorrect one, for the latter is as likely to persist in the student's mind as the former. The Standard Dictionary is the authority throughout the book for pronunciation and also for syllabication and spelling.

The exercises in Latin roots and English derivatives are designed to be useful to both Latin and non-Latin students. Whatever the attitude of a teacher may be in regard to the much discussed question of the place of the classics in modern education, there can be no doubt concerning the practical value of etymological study. There is no more economical method of learning definitions than by referring a group of words to a common root; and furthermore, a knowledge of the root meaning enables one to use words with a greater degree of precision and accuracy than is otherwise possible. The author has therefore thought it worth while to devote nearly one half the book to a study of English words derived from Latin. No attempt has been made to point out fine shades of meaning, the chief aim being to indicate the primary significance of the word. Very little critical apparatus has been used that there may be as slight a barrier

as possible between the root and the derivative. Constant reference to the latest edition of Skeat's Etymological Dictionary (1910) and to the Oxford Dictionary has resulted, it is hoped, in the inclusion of fewer false etymologies than were possible before these authorities were available.

At the request of the publishers a section on letter writing has been added which provides enough theory and illustrative material to serve as a practical guide for ordinary business and social correspondence.

NAVESINK, N.J., September, 1919.

SUGGESTIONS FOR THE USE OF THE BOOK

THE book should be used as the needs of pupils suggest; it may not always be advisable to assign the sections in consecutive order. To every new class, however, the teacher should assign the drill words and the homonyms so as to find out quickly how well the class can spell ordinary, every-day words which have been a part of its vocabulary since the sixth grade. Misspelled words in these exercises should be heavily penalized and if it is found necessary to repeat the assignment, the penalty should be increased with each repetition. The teacher should make the spelling of words already in the students' speaking vocabulary a matter of primary consideration. The teaching of the pronunciation, meaning, spelling, and use of new words is all included in the work of helping the student to enlarge his vocabulary, and an increased vocabulary is a sign of mental growth.

Bad spelling is often the result of inaccurate pronunciation, hence as a necessary part of the preparation for a spelling lesson the teacher should pronounce the new words slowly and distinctly. The exercises in pronunciation should be given from time to time with reference not only to the need of the class but to that of individuals as well. Concert work is of doubtful value in teaching correct pronunciation. After a student has been taught to recognize his own besetting sins he should be encouraged to correct himself aloud whenever he finds himself guilty of having made a mistake. A self-inflicted penalty is likely to be more effective than one inflicted by another.

Rules for spelling are not of equal value to all students but the abundance of illustrative material furnished under them should prove helpful to everyone. Students should be taught to regard the sections dealing with rules for spelling, common mistakes in speech, and pronunciation as reference material to which they should turn from time to time as the need arises.

Attention should be called to particular difficulties as separate, business, running, arctic, and each student should be encouraged to make a list of the words he most frequently misspells. The meaning of every word should be known by the student before he attempts to spell it. It is futile to learn to spell words the meanings of which are unknown. The use of the dictionary can best be taught in connection with the spelling lesson and sufficient work of this sort should be required of all students to enable them to use the dictionary with facility.

The lessons in the study of prefixes and suffixes and those in Latin roots and English derivatives should be assigned consecutively. The teacher should make sure that the Latin forms are well fixed in the minds of students, especially if Latin is not a part of their course. The definitions have been supplied in this part of the book with a view to leading students to see the root meaning in every English derivative, and the teacher should insist that each word be defined by the student in terms of the root. The student should be taught to infer the meanings of the secondary derivatives from those given of the primary derivatives. Exactness of definition with regard to the meaning of the prefix and the suffix as well as that of the root is important.

The reviews and the exercises requiring original thought on the part of the student, which have been provided throughout the book, should prove useful in testing the thoroughness with which the daily work has been done, and the author hopes that the teacher will recognize their value and assign them as they occur in the text.

TABLE OF CONTENTS

	PAGE
Drill Words	1
Homonyms	30
Antonyms	35
Synonyms	36
Rules for Spelling	41
Syllabication	47
Rules for Simplified Spelling	48
Exercises in Pronunciation	50
Common Mistakes in Speech	60
Growth of the English Language	69
Prefixes	75
Suffixes	84
Roots and Derivatives	93
Letter Writing	130

WORD STUDY FOR HIGH SCHOOLS

Study the following words and use them in phrases or sentences similar to those on pages 22–23.

Drill Words

a'ble	a cross'	a gainst'
ac cept'	ad dress'	al'ley
ac'ci dent	af fair'	al low'
ach'ing	a fraid'	al'most
acre	a gain'	al read'y
a long	an'swer	ap point'
al though'	an'y	a'pron
al'ways	an'y thing	ar rest'
a mount'	an'y way	ar rive
an'kle	ap pear'	asks

at tend'	ba'bies	band'age
Au'gust	back'wards	barbed-wire
a wait'	bait	barked
aw'ful	ba'ker y	bar'ley
ax'le	bal loon'	bar'rel

bash'ful	beau'ty	beg'ging
bathe	be cause'	be gin'ning
bawled	be come'	be have'
beast	beef	be lieve'
beau'ti ful	beg'gar	bet'ter

be tween'	birth'day	boiled
Bi'ble	bit'ter	bone
bi'cy cle	black'ber ries	bon'fire
big'ger	blan'ket	bo'ny
big'gest	block	boost

bor'rowed
both
bought
bounce
bowl

braid
break'fast
breath
breathe
bridge

broke
brought
brown
bruise
buck'et

buck'led
build
built
bumped
bun'dle

bur'ied
burst
bush'el
busi'ness
bus'y

butch'er
but'ton
cab'bage
calf
calves

can'not
can't
care
care'ful
care'less

car'pet
car'ried
catch
catch'er
cat'er pil'lar

cat'tle
cause
chain
chair
chalk

change cheese chil'dren
chase cher'ries chil'ly
cheat chest'nuts chim'neys
check chewed chopped
cheer'y chick'en chores

churned claim close
ci'gar clean clos'et
ci'cle clear cloud'y
ci'cus climbed clown
cit'y cloak club

clubbed combed cop'y
coach'es com'ing core
coal com'pa ny cost
coast'ing con tain' cough
coaxed cop'ied could

could'n't crawled crook'ed
count'ing cra'zy crowd
court creek crowed
crack'er crept crumb
cra'dle crick'et cup'board

cur'ly deal describe
cur'tain death destroy
dai'sies De cem'ber di'a mond
daubed de cide' dif'fer ent
daugh'ter deep din'ing room

dis'ti est dodged don'keys
dis ap point' does don't
ditch does'n't doubt
di vide' dol'lar down
dizzy done doz'en

dragging
drain
drizzle
drove
drown
drew
during
dying
each
earlier
early
earth
easier
east
easy

eat
edge
edges
effort
either
eleven
elm
else
emptied
engine
enjoyed
enough
erase
escape
evening

everything
except
explain
eye
face
fail
fairies
fairy
family
farther
fastened
fault
feather
feature
February

feed'ing
felt
few
fetch
fid'dle

field
fierce
fifth
fight
figure

file
fi'ling
fi'nal
fi'nally
fin'ish

fin'ished
flight
flock
float
foam

fod'der
folks
fooled
fore noon'
for'ty

fought
found
foun'tain
four'teen
freck'led

freeze
freight
fried
friend
frisk'y

froze
fry'ing
fudge
fun'ni'est
fun'ny

fur'ther
gal'lon
gen'er al
gen'tle man
gi'ant

glue
gnaw
gnawed
gob'bled
goes

grab
grabbed
gram'mar
grand'fa ther
grand moth er

gra'vy
grease
greas'y
great'est
grieve

ground
group
growled
guard
guess

guessed
guilt'y
guin'ea
hail
hailed

half
hal'ter
ham'mock
hand'ker chief
hap'pen

hap'py
hatch
hatched
hatch'et
hauled

hawk
head
heav'i er
heav'y
hedge

heif'er
height
he'roes
high
high'est

hired hon'ey howled
hitch hon'or hun'gry
hitched hooked hur'ried
hoe'ing hose hur'ry
hon'est howl hus'band

husked in stead' isn't
im pos'si ble in'ter est itch
inch'es i'ron itch'es
in crease' i'roned it self'
in deed' is land jail

Jan'u a ry keep knee
jarred ken'nel knives
jel'ly kept knock
juice ket'tle known
July kitch'en knuck'le

knuck'les laugh lean
lad'der laughed learn
lamb lawn learned
lan'guage la'zy least
lan'tern lead'ing leath'er

leave licked lis'tened
leaves light lit'tle
ledge light'ning loads
lem'on lies loaf
length limb loaves

locked mad'am meal
loose marched meant
loud mar'riage meas'ure
lounge match'es med'icine
luck'y may'be mere

mid'dle Mon'day mo'tor
mim'ic mon'ey moun'tain
mim'icked mon'keys mow'ing
mocked month mu'ci lage
mole mo'tion mud'dy

mules na'vy neck'tie
mus'cles near nee'dle
nail near'ly neigh'bor
nailed neat nei'ther
naugh'ty neck nick'el

niece notch'es oat'meal
nine'teen noth'ing o beyed'
nine'ty numb ob tain'
nois'y num ber o'clock'
none num'bered of'fered

of'fice
on'ion
once
or'ange
or'chard

or'der
oth'er
o'veralls
own
oys'ter

pad'dle
paid
paint'ing
pan'try
pa'per

pa'rade
par'lor
par'rot
par'ty
pass

passed
paste
paste'board
pas'ture
patch

pave'ment
peach
pea'cock
pea'nut
peas

ped'al
ped'dler
peeled
peeped
pen'cil

perch
per'haps
peo'ple
per'son
pick'les

pic'nic
pic'ture
pie'ces
pig'eon
pinched

pitch
pitched
place
plague
plas'tered
plates
pledge
pluck
pluck'y
plun'ging
pock'et
poi'son
poke
po'ker
po lice'

po'ny
pool
poor
pop'u lar
pound
pos'si ble
pos'tal
po ta'toes
pow'der
pow'er
pranks
preached
prai'rie
praise
pres'ent

pressed
pret'ty
pret'ti est
price
priest
pris'on er
pri'vate
prize
prom'ise
pro nounce'
proof
proud
puck'er
pud'dle
pump'kin

punched quail quite
pup'pies quar'rel race
pur'ple queen ra'ces
put'ty qui'et rag'ged
quack ques'tion rail'ing

rain'bow rath'er reach
raised rat'tle read'y
rake rat'tled re'al'ly
ranch rav'el rea'son
rap'id rav'eled re ceipt'

re ceive' re main' re plied'
re'cent re mained' re ply'
re'gion re mem'ber re turn'
rein'deer re pair' re view'
rel'a tive re peat' rib'bon

rice
ri'fle
rind
rinse
risked

roan
robbed
room
roost'er
rough

run'ning
sad'dle
scar
scare
scarred

scat'tered
school
schol'ar
scissors
scooped

scorch
scorched
scowl
scowled
scram'ble

scram'bled
screen
screw
scrubbed
scythe

scud
sen'si ble
search
sep'a rate
set'tle

set'tler
sev'er al
shad'ow
sha'dy
shawl

sheet
shelves
shep'herd
shin'gles
shin'ing

shirt
shiv'er
shook
shoul'der
shoved

shov'el
shov'eled
show
showed
side

sign
signed
sim'ple
since
sin'gle

sir
size
skinned
slammed
sled

sleep'y
sleeve
sli'ces
slide
slip'per y

small
smo'king
smooth
smoth'er
smoth'ered

snapped
sneeze
soaked
soap
socks

soil
sol'dier
sol'id
something
sometimes

soon
sore
sor'rel
sor'ry
soup

sour
source
spade
speak
speck

speck'led
spend
spoil
spoiled
spoon'ful

spread
sprin'kle
spry
squeal
squeeze

squirm
squir'rel
squirt
sta'ble
stacked

stag'gered
stalk
starch
sta'tion
stayed

stead'y
steam'er
steep
stee'ple
steer

steeped
stick'y
still
stin'gy
stole

stood
stool
stooped
stopped
sto'ry

stout
straight
stran'gle
stran'gled
street

stretch striped strip stripped struck

stud'y subject succeed' succeeded success

sucked sud'den suf'fer suf'fered sug'ar

suit'ed sum'mer sum'mon Sun'day sun'ny

supply support' suppose' supposed' surprise'

sure sweal'low swear sweat swol'len

sword syr'up ta'ble tab'let talk

tan'gle tar'dy tat'tled teach teach'er

tease teeth ter'ri'ble there'fore these

thief
thim'ble
third
thirst'y
this'tle

those
though
thought
thrash
throat

throw
Thurs'day
tick'led
tick'et
tight'er

tipped
tire
toad
toast
to bac'co

toes
to geth'er
to-mor'row
to-night'
tooth

torch
to'tal
touched
tough
tongue

tow'el
track
tracked
train
treat

tried
trig'ger
trip
tripped
trou'ble

trough
tru'ly
true
try'ing
Tues'day

twin'bled twin'kled un less
tur'keys um brel'la un screw'
turn un a'ble un til'
twice un'cle up on'
twig un'der ves'sel

view wade watch
vil'lage wait wa'ter
vis'it waked wear
vote walk weave
vow'el wal'nut Wednesday

weigh whim whis'tle
were whi'ning whis'tled
whack whin'nied whit'tle
wheat whisled whit'tled
wheth'er whisk'ers whose

why
wire
wished
with out'
wit'ness

wit'nessed
woke
won'der
won'dered
wom'en

won't
wood'ed
wood'y
work
world

wor'ry
wor'ried
worse
worst
would

would'n't
wrench
wreck
wres'tled
wretch

wretch'ed
wring'er
wrist
writ'ten
wrote

absence	in his **ab'sence**
according	**ac cord'ing** to law
action	to take **ac'tion**
agreement	**a gree'ment** between partners
allege	to **al lege'** in writing
annual	an **an'nu al** report
arrange	**ar range'** the flowers
arrangement	a good **ar range'ment**
article	to sell an **ar'ti cle**
assure	to **as sure'** confidently
attention	give **at ten'tion** to orders
blistered	**blis'tered** by the sun
bothered	**both'ered** very often
certain	on a **cer'tain** street
citizen	a loyal **cit'i zen**
complaint	cause for **com plaint'**
complete	to **com plete'** the work
concern	to show **con cern'**

condition	in good **con di'tion**
control	to lose **con trol'**
convenient	**a con ve'nient** time
cordially	to invite **cor'dial ly**
coward	despise a **cow'ard**
declare	**de clare'** one guilty
despair	filled with **de spair'**
difference	**dif'fer ence** in taste
difficulty	with great **dif'fi cul ty**
direction	the right **di rec'tion**
earliest	the **ear'li est** date
eaves	the **eaves** of a house
entire	one's **en tire'** time
entitle	to **en ti'tle** to property
entrance	**en'trance** into war
especially	**es pe'cial ly** well done
expense	under heavy **ex pense'**
extreme	the **ex treme'** end

flavor	the **fla'vor** of coffee
foreign	of **for'eign** birth
gouge	**gouge** with a chisel
government	**gov'ern ment** by the people
gristle	**gris'tle** in meat
harrowed	a **har'rowed** field
imprison	**im pris'on** in a dungeon
improvement	to show **im prove'ment**
include	to **in clude'** everything
jealous	**jeal'ous** of another
justice	the **jus'tice** of God
kernel	the **ker'nel** of a nut
lonesome	a **lone'some** road
machine	a powerful **ma chine'**
material	of fine **ma te'ri al**
matter	an important **mat'ter**
measure	give good **meas'ure**
mention	**men'tion** by name

mimic	**mim'ic** a voice
necessary	a **nec'es sary** expense
objection	to make **ob jec'tion**
oblige	**ob lige'** a lady
occupy	to **oc'cu py** a seat
official	an **of fi'cial** notice
patient	**pa'tient** in suffering
pamphlet	an interesting **pam'phlet**
particular	some **par tic'u lar** place
personal	a **per'son al** letter
pilgrim	a weary **pil'grim**
poultice	apply a **poul'tice**
practical	a **prac'ti cal** person
probably	was **prob'a bly** true
proceed	**pro ceed'** with business
puncture	**punc'ture** a tire
recommend	**rec om mend'** by letter
reference	a book of **ref'er ence**

relief	re lief′ from pain
respectfully	answer re spect′ful ly
responsible	a re spon′si ble person
restrain	re strain′ one's anger
rivet	fasten with a riv′et
section	a sec′tion of land
secure	se cure′ a position
service	perform a ser′vice
session	a ses′sion of school
sincerely	yours very sin cere′ly
southern	a south′ern county
special	a spe′cial favor
sprint	sprint down hill
statement	a clear state′ment
stubborn	a stub′born donkey
suggest	sug gest′ giving help
tallies	this tal′lies with that
tattered	a tat′tered flag

testimony	tes'ti mo ny in court
torture	to tor'ture savagely
treasure	filled with treas'ure
unfortunate	an un for'tu nate man
usual	at the u'su al time
various	in va'ri ous ways
victim	a vic'tim of cruelty
wedge	wedge with a block
wholesale	sell at whole'sale
wilful	a wil'ful child

One Hundred Spelling Demons of the English Language[1]

(Order not significant after first four)

which	can't	guess	they
their	sure	says	half
there	loose	having	break
separate	lose	just	buy
don't	Wednesday	doctor	again
meant	country	whether	very
business	February	believe	none
many	know	knew	week
friend	could	laid	often
some	seems	tear	whole
been	Tuesday	choose	won't
since	wear	tired	cough
used	answer	grammar	piece
always	two	minute	raise
where	too	any	ache
women	ready	much	read
done	forty	beginning	said
hear	hour	blue	hoarse
here	trouble	though	shoes
write	among	coming	to night
writing	busy	early	wrote
heard	built	instead	enough
does	color	easy	truly
once	making	through	sugar
would	dear	every	straight

Note to the Teacher: This exercise should be assigned repeatedly and the penalty for misspelling increased with each assignment until finally all credit should be withheld if a single word is misspelled.

[1] Printed by permission of Dr. W. Franklin Jones from his monograph on Concrete Investigation of the Material of English Spelling.

Words Often Confused in Spelling

Write the following sentences from dictation.

From a certain *angle,* the *angel* in the painting looked as though it were alive.

They will *clothe* the children in good stout *cloth.*

Her *collar* was a bright blue *color.*

There was a loud *dinning* in the *dining* room.

The girl's *father* was a little *farther* up the road.

When the painting was *finally* finished it was found to be *finely* executed.

The *fourth* number in the row is *forty.*

The bird was *hopping* about *hoping* to find a worm.

An *instant* later there was an *instance* of the kind of accident you have described.

During the *latter* part of his life he rose *later.*

The *ninth* tree is *ninety* years old.

The postman *passed* the house at half *past* two.

The carpenter *planned* to have the boards *planed* by night.

They could not *proceed* along the road until they found a snow plow to *precede* them.

It was not *quiet* until *quite* past midnight.

He forgot that the moon was *shining* when he was *shinning* up the pillar of the porch.

The traveler *stopped* by the roadside and *stooped* to take a drink.

When the man *stripped* off his overcoat it was seen that he was wearing a *striped* suit.

He went *through* the book in a *thorough* manner.

The farmer will not be able to *till* the soil *until* the rain comes.

The *principal* of the school explained the underlying *principle* of the problem to the class.

Together they went *to gather* flowers in the meadow.

There were many guests at *their* party.

As he continued his *study* of mathematics he noticed a *steady* increase in his reasoning power.

Homonyms

Homonyms are words identical in sound but different in meaning.

air, atmosphere.
ere, before.
heir, one who inherits.

aisle, a passageway.
isle, an island.

all, whole.
awl, a pointed instrument.

allowed, did allow.
aloud, not silent.

ate, did eat.
eight, a number.

aught, anything.
ought, should.

bad, not good.
bade, did bid.

ball, a sphere.
bawl, to cry aloud.

bare, uncovered.
bear, to carry.

be, to exist.
bee, an insect.

beat, to strike.
beet, a vegetable.

beer, a drink.
bier, a coffin.

bell, a metal instrument.
belle, a beautiful woman.

berth, a sleeping-place.
birth, being born.

blew, did blow.
blue, a color.

board, a piece of wood.
bored, did bore.

bold, courageous.
bowled, did bowl.

bough, the branch of a tree.
bow, to incline the head.

brake, a device on a wheel.
break, to sever.

bread, an article of food.
bred, brought up, trained.

bridal, pertaining to a bride.
bridle, a part of a harness.

but, except.
butt, a thick end.

buy, to purchase.
by, beside.

cent, a coin.
scent, odor.
sent, did send.

ceiling, a part of a room.
sealing, closing tightly.

cellar, underground.
seller, one who sells.

clause, a group of words.
claws, sharp nails.

climb, to mount.
clime, a region.

coaled, supplied with coal.
cold, not hot.

coarse, not fine.
course, a route.

crews, *pl.* of crew.
cruise, to sail.

dear, beloved.
deer, an animal.

died, did die.
dyed, colored.

do, a syllable in music.
dough, a paste.

done, did do.
dun, to demand payment.

e'er, a contraction of ever.
ere, sooner than, before.

ewe, a sheep.
you, person addressed.

faint, to lose consciousness.
feint, a pretense.

fair, beautiful.
fare, passage-money.

feat, a notable act.
feet, *pl.* of foot.

find, to discover.
fined, did fine.

flea, an insect.
flee, to run away.

flew, did fly.
flue, a part of a chimney.

for, because.
fore, in front of.
four, a number.

forth, away.
fourth, after third.

gait, manner of walking.
gate, an opening in a fence.

gilt, yellow.
guilt, wickedness.

grate, iron bars.
great, large.

groan, a sound of distress.
grown, *p.p.* of grow.

hail, frozen rain.
hale, in good health.

hair, the growth on the head.
hare, an animal.

hall, an entry or a passageway.
haul, to draw.

hart, a deer.
heart, an organ of the body.

heal, to make well.
heel, a part of the body.

hear, to listen.
here, in this place.

heard, did hear.
herd, a flock.

him, a personal pronoun.
hymn, a song of praise.

ho, an exclamation.
hoe, to dig.

hoarse, harsh in sound.
horse, an animal.

hole, a cavity.
whole, unbroken.

hour, sixty minutes.
our, belonging to us.

idle, unoccupied.
idyl, a poem.

key, an instrument to unlock.
quay, a wharf.

knead, to mix.
need, to lack.

knew, did know.
new, not old.

knight, a champion.
night, the opposite of day.

knot, to intertwine.
not, negative.

know, to recognize.
no, opposed to yes.

knows, *sing.* of know.
noes, *pl.* of no.
nose, a part of the face.

lain, *p.p.* of lie.
lane, a narrow way.

leak, to escape.
leek, a vegetable.

lessen, to make less.
lesson, an exercise for a pupil.

made, did make.
maid, a young woman.

mail, letters, etc.
male, masculine.

main, chief.
mane, the hair on a horse's neck.

mean, poor in quality.
mien, appearance.

meat, flesh.
meet, come together.

might, strength.
mite, a small amount.

mined, did mine.
mind, intellect.

moan, a feeble groan.
mown, *p.p.* of mow.

morn, the early part of the day.
mourn, to weep.

muscle, an organ of the body.
mussel, a shellfish.

nay, no.
neigh, the cry of a horse.

o'er, over.
or, either.
ore, rock containing metal.

one, a unit.
won, did win.

pair, two.
pare, to peel.
pear, a fruit.

pause, to stop.
paws, the feet of an animal.

peace, quietness.
piece, a part of.

peal, to ring out
peel, skin.

pi, type in disorder.
pie, pastry.

plait, to braid or fold.
plate, a dish.

plain, unadorned.
plane, a tool.

please, to give pleasure.
pleas, *pl.* of plea.

plum, a fruit.
plumb, to sound.

pore, to gaze intently.
pour, to flow.

pray, to ask devoutly.
prey, a victim.

raise, to lift up.
raze, to level.

rap, to knock.
wrap, to infold.

read, to peruse.
reed, long grass.

rest, the remainder.
wrest, to pull violently.

rain, to shower.
reign, to rule.
rein, to hold in check.

right, not wrong.
wright, a mechanic.
write, to inscribe.

rime, hoar frost.
rhyme, poetry.

ring, to sound.
wring, to twist.

road, a highway.
rode, did ride.
rowed, did row.

root, a part of a plant.
route, a course.

rote, repetition.
wrote, did write.

rough, not smooth.
ruff, a collar.

rung, did ring or peal.
wrung, did wring or twist.

sail, to navigate.
sale, the act of selling.

scene, a view.
seen, *p.p* of see.

soar, to mount upward.
sore, painful.

sold, did sell.
soled, provided with a sole.

sole, the bottom of the foot.
soul, the spirit.

some, a portion.
sum, the result in addition.

son, a male descendant.
sun, a heavenly body.

tail, the caudal appendage.
tale, a story.

tare, a weed.
tear, to pull apart.

tea, a drink.
tee, a golf term.

their, belonging to them.
there, at that place

threw, did throw.
through, from end to end.

seam, a joining of parts.
seem, to appear.

sew, to fasten with thread.
so, because.
sow, to scatter grain.

shoe, a covering for the foot.
shoo, to drive away.

slay, to kill.
sleigh, a vehicle on runners.

staid, steady, sober.
stayed, did stay.

stair, a step.
stare, to look.

stake, a post.
steak, a piece of meat.

steal, to commit theft.
steel, a form of iron.

stile, steps for mounting.
style, fashion.

to, toward.
too, also.
two, a number.

vain, haughty.
vane, a weather cock.
vein, a blood vessel.

vale, a valley.
veil, a covering for the face.

waist, a part of the body.
waste, to cast aside as useless.

way, a road.
weigh, to find the weight of.

weather, the condition of the atmosphere.
wether, a sheep.

ANTONYMS

Antonyms are words of opposite meaning.

ac'id	an'gel	an'to nym	beau'ti ful
al'ka li	dev'il	syn'o nym	ug'ly
buy	black	clean	east
sell	white	dir'ty	west
friend	fast	fa'vor a ble	give
en'e my	slow	ad'verse	re ceive'
har'mo ny	hard	hap'py	hope
dis'cord	soft	mis'er a ble	de spair'
hot	in'dus try	in'te ri or	light
cold	i'dle ness	ex'te ri or	dark'ness
large	laugh	lean	mer'ry
small	cry	sup port'	sad
night	north	nois'y	old
day	south	qui'et	new
proud	pos'i tive	right'eous	right
hum'ble	neg'a tive	wick'ed	left
sweet	strong	suc ceed'	stin'gy
sour	weak	fail	gen'er ous
straight	wealth	wise	youth
crook'ed	pov'er ty	fool'ish	age

Supply antonyms for the following: advance, absent, bless, cowardly, citizen, foreigner, grieve, labor, refuse, scatter.

Synonyms Discriminated

Synonyms are pairs or groups of words having a meaning in common but which are not identical in meaning. The words *flexible* and *pliable* are synonyms with the common meaning of *yielding to pressure*, but *flexible* conveys the idea of bending or springing back when the pressure is removed, whereas *pliable* conveys the idea of easily conforming to a certain mould or shape. The sole of a shoe is *flexible*, the upper is *pliable*.

Supply the common meaning in the following pairs of synonyms, note the distinction pointed out, and use the synonyms in sentences which bring out this distinction.

e nough'.	Not less than the required amount.
suf fi'cient.	Adequate to satisfy one's needs.
il leg'i ble.	Written badly or indistinctly.
un read'a ble.	Not fit to be read.
e ter'nal.	Without beginning.
ev er last'ing.	Without end.
il lit'er ate.	Unable to read or write.
ig'no rant.	Lacking in knowledge generally diffused.
scru'pu lous.	Precise in conforming to standards.
con sci en'tious.	Obedient to the sense of right and wrong.
in ca'pa ble.	Not able because of power not given.
in com'pe tent.	Not able or qualified because of power not used.
con tin'u ous.	Prolonged without interruption.
cease'less.	Prolonged without an end.
co los'sal.	Of huge proportions.
vast.	Of great extent.
ag'i ta ted.	Disturbed or shaken irregularly.
ex ci'ted.	Aroused to action.
fool'ish.	Contrary to good sense.
ab surd'.	Contrary to the first principle of reasoning.

bi'as.	A mental bent in a certain direction.
prej'u dice.	A premature opinion generally unfavorable.
si'lent.	Not noisy because of circumstances.
tac'i turn.	Not noisy because of disposition.
con temp'tu ous.	Showing or expressing contempt.
con tempt'i ble.	Deserving contempt.
in con'gru ous.	Not in harmony.
in com pat'i ble.	Incapable of existing together.
com'mon.	Often met with.
gen'er al.	Pertaining to the majority.
i'dle.	Unemployed.
la'zy.	Averse to labor.
fa'mous.	Widely known because of talent or peculiarity.
dis tin'guished.	Standing apart because of public services or learning.
no'ted.	Well known by reputation.
no to'ri ous.	Widely but unfavorably known.
gen'u ine.	Correct as to authorship or source.
au then'tic.	Correct as to contents.
tame.	Made manageable by the art of man.
gen'tle.	Docile or manageable by nature.
dis cov'er y.	The bringing to light of something before unknown.
in ven'tion.	The production or creation of that which had not before existed.
er'ror.	A mistake due to ignorance or accident.
blun'der.	A mistake due to stupidity or carelessness.
cheer'ful ness.	A fixed habit of mind.
gai'e ty.	Occasional excitement of animal spirits.
com'fort.	Ease of mind or body.
con so la'tion.	Ease of spirit.

vex a'tion. Annoyance due to repeated acts.
mor ti fi ca'tion. Wounded pride or vanity.

knowl'edge. Information concerning a subject.
wis'dom. Knowledge combined with experience.

gen'ius. Great power of mind given by nature.
tal'ent. Power gained through training.

in a bil'i ty. Absence of ability because not bestowed.
dis a bil'i ty. Absence of ability due to loss.

ap pro ba'tion. Approval of equals or superiors.
com men da'tion. Approval of superiors.

char'ac ter. A person's moral nature.
rep u ta'tion. What is thought about a person's moral nature.

ab'sti nent Going without entirely.
tem'per ate Using in moderation.

cus'tom. Frequent performance of an act.
hab'it. An act performed until it becomes second nature.

ca pac'i ty. Power to receive.
a bil'i ty. Power to perform.

cour'age. That quality which enables one to meet danger without fear.
bra'ver y. Courage displayed in outward acts.

for'ti tude. That quality which enables one to bear up under trial.
her'o ism. Devotion to some noble cause.

ca lam'i ty. A widespread misery or evil.
dis as'ter. A sudden or distressing event.

ac'ci dent. That which happens without any one's direct intention.
mis for'tune. Bad luck.

ac count'. A statement of a single event or experience.
nar'ra tive. A story of a series of events or experiences.

speech. An impromptu or informal public address.
o ra'tion. A formal speech for a special occasion.

har'mo ny. Adaptation of parts to one another.
mel'o dy. A succession of single pleasing sounds.

ma jor'i ty. More than half the votes received by all the candidates.
plu ral'i ty. More votes than those received by any other candidate.

in sur rec'tion. Taking arms against the authority of the government.
re volt'. A violent attempt to throw off one form of government for another.

com pe ti'tion. Striving for something sought by another at the same time.
em u la'tion. Striving to equal or excel another.

firm'ness. A matter of will power.
con'stan cy. A matter or emotion or affection.

com punc'tion. A pricking of conscience.
re morse'. A gnawing of conscience.

e con'om y. Carefulness in outlay.
fru gal'i ty. Withholding of expenditure or supplies to a painful or noticeable degree.

im ag i na'tion. The constructive or creative power of the mind.
fan'cy. A playful or capricious creative power.

in'dus try. Habitual devotion to work.
dil'i gence. Application to some particular object or pursuit.

anx i'e ty. A troubled state of mind.
so lic'i tude. Concern about some particular person or thing.

sum'ma ry. A brief statement of the main point.
syn op'sis. A general view of a subject in its several parts.

hope. To look forward to with desire.
ex pect'. To look forward to as probable whether desired or not.

hap'pen. To come to pass by chance.
tran spire'. To become known.
tol'er ate. To put up with that which is disagreeable.
per mit'. To consent to, to authorize.
ban'ish. To send away from any customary or desired place.
ex'ile. To expel from one's native land.
a ban'don. To give up wholly.
de sert'. To run away from.
con ceal'. To cover up.
dis guise'. To make appear otherwise than in true character.
ex cuse'. To overlook.
par'don. To remit the penalty of.
pun'ish. To inflict penalty with the object of upholding the law.
chas tise'. To correct with the object of reforming the offender.
as sent'. To agree to or concur with.
con sent'. To yield voluntarily.
re spect'. To hold worthy of consideration.
es teem'. To value because of moral worth.

Give the difference in the meaning of the following synonyms, and use them in sentences.

boyish, puerile
surprised, astonished
durable, lasting
sure, certain
barbarous, savage
brute, beast
jealousy, envy
blaze, flame
beseech, implore
vibrate, oscillate
religious, pious
courteous, polite
accurate, exact
pretty, beautiful
trustworthy, reliable
definition, explanation
evidence, proof
duty, obligation
cry, weep
falsify, prevaricate

Rules for Spelling

I. Words of one syllable and words accented on the last syllable ending in a single consonant preceded by a single vowel generally *double the final consonant* before a suffix beginning with a vowel.

plan	planned	bag	baggage
submit	submitted	nut	nutting
swim	swimmer	forbid	forbidden
red	redden	beg	beggar
begin	beginning	excel	excellent
commit	committee	occur	occurrence

Make a list of ten other words which illustrate Rule I.

II. When the accent is not on the last syllable, or when the final consonant is preceded by two vowels or by another consonant, *the final consonant is generally not doubled.*

Note why the consonant is *not* doubled in each of the following words:

boil	boiler	marvel	marvelous
neglect	neglected	repeal	repealed
succeed	succeeded	comment	commented
similar	similarity	contain	container
bear	bearing	parallel	paralleled

Make a list of ten other words which illustrate Rule II.

Add a suffix beginning with a vowel to each of the following words and give the reason for doubling or not doubling the final consonant:

prefer	step	run	regret
sustain	reach	contrast	creep
pencil	club	chat	rebel
prop	remit	cheer	wrap
abet	rain	patter	gain

III. Words ending in silent *e* generally *drop the e* before a suffix beginning with a vowel.

blame	blamable	pleasure	pleasurable
imagine	imaginable	erase	erasure
calculate	calculating	pursue	pursued
sincere	sincerity	move	movable
precede	preceded	grieve	grievance

Make a list of ten other words which illustrate Rule III.

IV. Words ending in silent *e* generally *retain the e* before a suffix beginning with a consonant.

polite	politeness	hate	hateful
move	movement	noise	noiseless
definite	definitely	rude	rudeness
mere	merely	trouble	troublesome
bereave	bereavement	fierce	fierceness

Make a list of ten other words which illustrate Rule IV.

NOTE. Words ending in *ce* and *ge* also *retain the e* before suffixes beginning with *a* or *o* to keep the *c* and *g* soft.

service	serviceable	outrage	outrageous
trace	traceable	singe	singeing
advantage	advantageous	change	changeable
courage	courageous	notice	noticeable

V. Words ending in *y* preceded by a consonant generally *change the y to i* before a suffix beginning with any *other letter than i.*

Add a suffix to each of the following words:

century	prodigy	body	defy
malady	facility	crucify	petrify
gallery	library	satisfy	apply

VI. Words ending in *y* preceded by a vowel generally *retain the y* before any suffix.

convoy	convoyed	enjoy	enjoyable
slay	slayer	play	playful
boy	boyish	annoy	annoyance
buy	buyer	stray	strayed

Add a suffix to each of the following words:

betray	employ	volley	buoy
gray	array	gay	guy

VII. In words in which *ie* is pronounced like long *e*, all letters are followed by *ie* except *c*.

relieve	lief	grieve	besiege
believe	shriek	fierce	piece

When the letter *c* you spy
Place the e before the i.

receive	conceive	perceive	deceit
conceit	receipt	deceive	ceiling

Explain why each of the following words has *ie* or *ei*:

mien	mischief	niece	yield
perceived	thief	siege	received

Rules for Spelling the Plural of Nouns

VIII. *a*. Nouns ending in *o* preceded by a vowel generally form the plural by adding *s*.

studio	studios	portfolio	portfolios
cameo	cameos	trio	trios
cuckoo	cuckoos	oratorio	oratorios
shampoo	shampoos	ratio	ratios

b. Nouns ending in *o* preceded by a consonant generally form the plural by adding *es*.

tomato	tomatoes	tornado	tornadoes
echo	echoes	hero	heroes
negro	negroes	motto	mottoes
cargo	cargoes	potato	potatoes

c. Many nouns ending in *f* or *fe* form the plural by changing the *f* or *fe* to *ves*.

beef	beeves	wolf	wolves
knife	knives	loaf	loaves
sheaf	sheaves	wharf	wharves
calf	calves	half	halves
thief	thieves	wife	wives

d. Nouns ending in *s*, *ss*, *ch* (*tsh*), *sh*, *x*, and *z* form the plural by adding *es* to the singular.

chorus	choruses	witness	witnesses
rush	rushes	mattress	mattresses
church	churches	circus	circuses
fox	foxes	adz	adzes
wretch	wretches	gas	gases

e. Compound nouns usually form the plural by adding *s* to the principal word.

commander-in-chief	commanders-in-chief
goose-quill	goose-quills
major-general	major-generals

f. Letters, figures and signs form the plural by adding *apostrophe and s*.

t, t's; i, i's; 7, 7's; 9, 9's; +, +'s.

Rules for Spelling the Possessive Case

IX. *a.* The possessive singular of nouns is regularly formed by adding the apostrophe and *s*.

lady	lady's	son	son's
cat	cat's	Jones	Jones's
friend	friend's	Ulysses	Ulysses's
Thomas	Thomas's	Henry	Henry's

b. The possessive plural of nouns ending in *s* is formed by adding the apostrophe after the *s*.

ladies	ladies'	emperors	emperors'
cats	cats'	passengers	passengers'
sons	sons'	gods	gods'
belles	belles'	boys	boys'

c. The possessive plural of nouns not ending in *s* in the plural is formed by adding the apostrophe and *s*.

men	men's	geese	geese's
children	children's	oxen	oxen's
sheep	sheep's	mice	mice's
women	women's	deer	deer's

d. The possessive case of compound nouns and groups of words is formed by adding the apostrophe and *s* to the last word.

Roberts and White	Roberts and White's
commander-in-chief	commander-in-chief's
man-of-war	man-of-war's
Governor of New York	Governor of New York's
daughter-in-law	daughter-in-law's

Note. Pronouns do not take the apostrophe in the possessive case.

it	its	they	their	theirs
he	his	we	our	ours
her	hers	you	your	yours

Review

Give the rule which applies to the spelling of each of the following words:

pitiable	maddened	enjoyed	shrieking
committed	kidnaping	achieve	fanciful
marking	spoiled	dutiful	remedied
bluish	likable	deterring	spotted

Form the plural of each of the following and give the rule:

dish	plateau	yea	elf
shelf	hero	myself	shoe
soap	peach	bush	gypsy
pulley	duty	son-in-law	jay

Form the possessive singular of each of the following:

ally	enemy	Dickens	Emma
Dr. Jones	major	man-servant	trout
Addison and Steele		son-in-law	madam
King of England		mother	Lucy

Form the possessive plural of each of the following:

Miss Smith	ox	he	councilman
it	wife	ocean	Mr. Taylor
fairy	Englishman	sheep	madam
bee	lily	cannon	memory

Familiar Compounds not to be Separated

herself	outside	herewith	wherever
himself	upon	always	whoever
itself	into	already	forever
myself	inside	together	throughout
yourself	within	therefore	therein
themselves	without	whenever	aforesaid
ourselves	whereby	whereas	almost

Syllabication

It is not possible to give rules for the division of words into syllables which will cover all cases, but since it is frequently necessary to divide a word at the end of a line, the following suggestions are offered:

1. The root or stem of a word usually forms a syllable by itself and the prefixes and suffixes form syllables by themselves; as, *con ceiv able, un like ly.*

2. When a doubled letter occurs at the end of a word, the suffix added forms a syllable by itself; as, *tall, tall er.*

3. When a consonant at the end of a word is doubled before adding a suffix, the division into syllables usually comes between the doubled letters; as, *drop, drop ping.*

4. A word pronounced as one syllable should never be divided, even though it consists of a root and the suffix *ed*; as, *hoped.*

5. A syllable of one letter should never be written by itself at the end of a line; if there is not room for the whole word at the end of the line, the word should be written on the next line; as, *arose* should not be separated into *a rose.*

6. In words ending in *le* like *apple, little, syllable,* the final *le* is joined to the preceding consonant to form a syllable; as, *ap ple, lit tle, syl la ble.*

Divide the following words into syllables:

extolled	batter	spectacle	written
division	amassing	sluggard	watcher
desired	scattered	defied	jogged
roped	unlovable	penciled	ragged
except	recalling	watching	happiest
department	rashness	friendliness	rubber
punishable	discharge	between	seller
enjoyable	deceived	blessed	bobbed
runner	sometimes	defrauded	hateful
baffling	vineyard	happened	wedded
unlawful	succeeded	unpleasing	simple

Rules Adopted by the Simplified Spelling Board[1]

1. Words spelled with **ae, æ,** or **e.** Rule: Choose **e.** Ex.: *Anesthetic, chimera, era, esthetic, ether, medieval, paleontology,* etc.

2. Words spelled with **-dge-ment** or **-dg-ment.** Rule: Omit **-e.** Ex.: *Abridgment, acknowledgment, judgment, lodgment.*

3. Words spelled with **-ed** or **-t,** the preceding single consonant being doubled before **-ed** (*-pped, -ssed*) and left single before **-t** (*-pt, -st*). Rule: Choose **-t** in all cases. Ex.: *Dipt, dript, dropt, stept, stopt, blest, prest, mist, blusht, washt,* etc.

3 *a.* By a later rule **-ed** is changed to **-t** after a syllable containing a short vowel and ending in a consonant. Ex.: *askt, annext, packt, reacht.*

4. Words spelled with **-ence** or **-ense** (Latin *-ensa*). Rule: Choose **-ense.** Ex.: *Defense, offense, pretense.* Also *license.*

5. Words spelled with **-ette** or **-et.** Rule: Omit **-te.** Ex.: *Coquet, epaulet, etiquet, omelet, quartet, quintet, septet, sextet,* etc.

6. Words spelled with **gh** or **f.** Rule: Choose **f.** Ex.: *Draft* for *draught;* like *dwarf* for earlier *dwargh, dwergh.*

7. Words spelled with **-gh,** or without. (1) **-ough** or **-ow.** Rule: Choose **-ow.** Ex.: *Plow.* (2) **-ough** or **-o.** Rule: Choose **-o.** Ex.: *Altho, tho, thoro, -boro* (in place-names).

8. Words with the Greek verb-suffix spelled **-ise** or **-ize.** Rule: Choose **-ize.** Ex.: *Civilize, criticize, exorcize,* etc.

9. Words spelled with unstrest **-ite** or **-it.** Rule: Omit **e.** Ex.: *Deposit, preterit;* like *habit, orbit, spirit, visit,* etc.

9 *a.* By a later rule the unstrest final syllables **-ile, -ine, -ise, -ite** and **-ive,** when **i** is short, are changed by dropping the final **e** to **-il, -in, -is, -it,** and **-iv.** Ex.: *Docil, missil, engin, famin, practis, infinit, activ.*

10. Words spelled with **-ll** or **-l** (**-ill** or **-il**). Rule: Choose **-l.** Ex.: *Distil, fulfil, instil;* like *until, compel, impel,* etc.

11. Words spelled with **-ll-** or **-l-** before **-ful** or **-ness.** Rule: Omit one **l.** Ex.: *Skilful, wilful, dulness, fulness.*

12. Words spelled with **-mme** or **-m.** Rule: Omit **-me.** Ex.: *Gram, program;* like *diagram, epigram, monogram,* etc.

[1] Rules 3, 3 *a,* 9 *a* and 19 are not yet followed widely.

13. Words spelled with **oe**, **œ**, or **e**. Rule: Choose **e**. Ex.: *Ecumenical, esophagus, phenix, subpena;* like *economy, penal,* etc.

14. Words spelled with **-our** or **-or**. Rule: Choose **-or**. Ex.: *Ardor, candor, clamor, color, favor, flavor, honor, humor, labor, rumor, tumor, valor, vigor,* etc.; also, *arbor, harbor, neighbor,* etc.; in conformity with the now invariable *error, horror, torpor,* etc., *actor, author, creator, governor,* etc., previously simplified from *-our.*

15. Words spelled with **ph** or **f**. Rule: Choose **f**. Ex.: *Fantasm, fantasy, fantom, sulfate, sulfur;* like *fancy, frantic, frenzy, coffer, coffin,* etc., which originally had *ph.*

16. Words spelled **-rr** or **-r**. Rule: Omit one **r**. Ex.: *Bur, pur;* like *cur, fur, blur, slur, spur, car, far, fir, stir,* etc.

17. Words spelled with **-re** or **-er**. Rule: Choose **-er**. Ex.: *Accouter, center, fiber, meter, miter, niter, saltpeter, scepter, sepulcher, somber, specter, theater;* like *counter, diameter, number,* etc.

18. Words spelled with **s** or **z** (in the root). Rule: Choose **z**. Ex.: *Apprize, assize, comprize, enterprize, raze, surprize, teazel;* like *braze, craze, haze, maze, breeze, freeze, prize, size,* etc., of the same class. *Rize, wize, rouze,* etc., were also once common.

19. Words spelled with **s** or **sc** (with an erroneous **c**). Rule: Omit **c**. Ex.: *Simitar, sissors, sithe.*

20. Words spelled with or without silent **ue**. Rule: Omit **-ue**. Ex.: *Catalog, decalog, demagog, pedagog, prolog.*

TWELVE WORDS IN THE SIMPLER SPELLINGS ADOPTED AND USED SINCE 1898 BY THE NATIONAL EDUCATION ASSOCIATION

tho	for	**though**	**thoroly**	for	**thoroughly**
altho	"	**although**	**catalog**	"	**catalogue**
thru	"	**through**	**decalog**	"	**decalogue**
thruout	"	**throughout**	**pedagog**	"	**pedagogue**
thoro	"	**thorough**	**program**	"	**programme**
thorofare	"	**thoroughfare**	**prolog**	"	**prologue**

These spellings are now recognized as good usage by the leading American dictionaries, the Century, the Standard, and Webster's.

Exercises in Pronunciation

In spoken language, pronunciation is the most striking element, and thus it happens that it, more than any other one thing, is the most obvious test of general culture. — W. H. Phyfe.

Pronounce as one syllable.

drowned	film	schism
elm	chasm	prism
helm	rhythm	prune

Sound the *ä* as in *arm, father, ah.*

pälm	cräunch	sonäta
piäno	sopräno	Colorädo
psälm	jäunt	Alabäma
cälm	fläunt	Neväda
banäna	läugh	Montäna

Sound the *o͞o* as *o* in *who.*

whō͞op	brō͞om	rō͞om
cō͞op	rō͞of	mō͞on
hō͞of	sō͞on	mō͞or
wō͞of	spō͞on	hō͞op
fō͞od	prō͞of	cō͞per

Pronounce all the syllables distinctly.

Sat′*ur* day	vet′*er* an	mys′*ter* y
Feb′*ru* a ry	ut′*ter* ance	mack′*er* el
rec′*og* nize	car′*di* nal	mem′*o* ry
sec′*re* tar y	me di *e*′val	i *de*′al
dif′*fer* ent	in′flu *ence*	tem′*per* ance
su′*per* in tend′ent	va′ri *e* ga ted	cen ten′*ni* al
gov′*ern* or	val′*u* a ble	con′*fer* ence
em′*er* ald	mag no′*li* a	bat′*ter* y
min′i *a* ture	tem′per *a* ment	sen′*ti* nel
prob′*a* bly	reg′*u* lar	ter′*ri* ble

Distinguish between the following pairs of words in pronunciation and meaning.

psalm	cav'al ry	coal
Sam	Cal'va ry	cold
lore	sects	gap
law	sex	gape
do	pa'tron	stead'y
due	pat'tern	stud'y
rad'ish	cho'ral	par'don er
red'dish	cor'al	part'ner
Stu'art	whol'ly	dai'ry
stew'ard	ho'ly	di'a ry
rood	fair'y	just
rude	fer'ry	jest
hal'lowed	lin'i ment	des'ert
hol'lowed	lin'e a ment	des sert'
Ma'ry	chaise	pil'lar
mer'ry	chase	pil'low
en'gine	sore	to gath'er
In'di an	saw	to geth'er
track	ten'et	spear
tract	ten'ant	sphere

Pronounce the following words with close attention to the italicized letters.

nā'ked	nas tur'tium	cat'er pil'lar
cär'tridge	shrine	shrug
arc'tic	clothes	cu'po là
tī'ny	scĕn'ic	sur prise
ĭ tal'ics	depths	pump kin
pē'nal	cor'nice	per spi ra'tion
va nĭl'la	cran'berry	ant arc' tic
pĭth	trough (f)	pen'knife

It is in the delicate but firm utterance of the unaccented vowels with correct sound that the cultured person is most surely distinguished from the uncultured. — RICHARD GRANT WHITE.

Sound the vowel in the unaccented syllable.

mar′k*e*t	vel′v*e*t	ves′t*u*re
vi′o l*e*t	pas′t*u*re	punc′t*u*re
e′v*i*l	dev′*i*l	fos′s*i*l
civ′*i*l	pen′c*i*l	pu′p*i*l
hon′*e*st	mod′*e*st	in′ter *e*st
weak′*e*st	small′*e*st	high′*e*st
flor′*i*d	stu′p*i*d	rig′*i*d
hor′r*i*d	ran′c*i*d	rab′*i*d
sor′d*i*d	rap′*i*d	mor′b*i*d
sharp′*e*n	heark′*e*n	fro′z*e*n
brok′*e*n	dark′*e*n	kitch′*e*n
slov′*e*n	stiff′*e*n	chick′*e*n
jew′*e*l	rev′*e*l	fu′*e*l
mod′*e*l	bev′*e*l	nov′*e*l
trow′*e*l	tas′s*e*l	ves′s*e*l
hov′*e*l	vow′*e*l	cru′*e*l

Sound the long *o* preceding the silent *w*.

win′dōw	mor′rōw	hol′lōw
yel′lōw	har′rōw	bel′lōw
fel′lōw	ar′rōw	fur′rōw
fol′lōw	fal′lōw	bur′rōw
mel′lōw	sal′lōw	pil′lōw
bor′rōw	bar′rōw	nar′rōw

Sound the *ew* like long *u*.

blew	slew	re new′
new	drew	dew
be dew′	a new′	clew
chew	stew	knew

Sound the long *u*.

ser'vi tūde	flū'ent	pur sūe'
in dūce'	for'tūne	tū'lip
ed'ū cate	glūe	tū'tor
de lūde'	lū'cid	spec'ū late
dū'ty	nū'cle us	flū'id
ex ū'ber ance	at'ti tūde	di lūte'
Tūes'day	av'e nūe	sol'i tūde
ac'cū rate	a'gūe	jūice
cū'li na ry	tūne	stū'dent

Do not slur the vowels in the unaccented syllables.

stu'dent	may'or	coun'sel
por'trait	tur'nip	nov'ice
si'lence	stom'ach	cur'rant
mar'gin	voy'age	tu'tor
sen'tence	li'lac	dam'age
mal'ice	rec'ord	or'phan
vow'el	con'so nant	vic'tim
us'u al	prin'cess	lan'tern

The medial *a* as in *ask, past, soda,* is intermediate between *ă* as in *at* and *ä* as in *arm.* Some practice is required to give it correctly.

glȧss	cȧstle	ȧsp
pȧth	chȧnt	grȧss
clȧss	bȧsket	pȧss
dȧnce	cȧlf	ȧft
prȧnce	cȧste	ȧghast
Frȧnce	ȧsk	cȧsk
lȧugh	ȧfter	chȧff

Sound the final long *ō*.

A pol'lō	to ma'tō	ne'grō
Rol'lō	po ta'tō	pi a'nō

can′tō	mu lat′tō	so pra′nō
mot′tō	vol ca′nō	or a to′ri ō
tor na′dō	ra′ti ō	tri′ō

Pronounce the following words aloud with special attention to the accent; write from dictation, marking the accent.

re source′	va ga′ry	vac′cine
res′pite	vas′e line	un ac cent′ed
ex press′	ve′he ment	bur lesque′
ro bust′	per′emp to ry	syr′inge
rou tine′	ex′qui site	gon′do la
ti rade′	per′fume (n.)	for′mi da ble
trib′une	pi an′ist	mis′chiev ous
hos′pi ta ble	com man dant′	rep′u ta ble

The following proper names are often mispronounced. Note the number of syllables, the accent and the vowel sounds.

Ăr′ab	Bur′gun dy	Je ru′*sa* lem
Ĭ tal′ ian	Col os se′um	Lab ra dor′
Ap pa lāch′i an	Cin cin nā′ti	A pol li nā′ris
Ăr′a bic	Dā′nish	New Or′le ans
Bag dad′	Gol′go tha	Per′*si* a
Be er′she ba	Hō′bō ken	A′*si* a
Ben gal′	Jȧ′va	Ches′*a* peake

Having acquired the sound of medial *ȧ* use it consistently, not as George Ade's western freshman at Harvard who spoke of taking "a bȧth in a băth-tub."

trȧnce	lȧth	pȧnt
ghȧst′ly	bȧth	un mȧsk′
drȧft	mȧs′ter	cu′po lȧ
gȧsp	pa jȧ′ma	hȧlf
grȧnt	en hȧnce	glȧss′y
grȧsp	slȧnt	tȧsk

The sound of ŏ midway between ŏ as in *nŏt* and ô as in *ôr* is found in a large number of English words. Webster says, "To give the extreme short sound to such words is affectation; to give them the full sound of broad *a* (as in *awful*) is vulgar."

cŏffee	frŏst	trŏugh
cŏst	mŏck	crŏss
cŏugh	mŏss	ŏffice
gŏd	mŏth	sŏng
cŏf fin	ŏrange	tŏngs
gŏne	scŏff	dŏg
gŏs pel	sŏf ten	ŏff

The following French words are common in English. Note carefully the accent and division into syllables. Frequently the vowel sounds can be gained only by imitation.

dé bris′	buf fet′	non cha lant′
clique	en core′	cou pé′
me nu′	por ti ère′	de′but
suite	jar di niere′	de bu tante′
chic	bou doir′	na′ïve
en nui′	pro te gé′	neg li gee′
ca fe′	bla sé′	ren′dez vous

Slovenly speech is most frequently marked by the omission of final consonants. This fault should be carefully guarded against. Sound final consonants in the following words.

jus*t*	adep*t*′	insec*t*
slep*t*	bran*d* new	drough*t*
heigh*t*	sec*t*	thousan*d*
rin*d*	an*d*	stan*d*
kep*t*	gran*d*father	draf*t*
don′*t*	locus*t*	fas*t*

Pronounce the following words aloud with special attention to the accent; write from dictation, marking the accent.

ro mance′	con′flu ent	ex′em pla ry
re cess′	con′tra ry	hos′pi ta ble
guard′i an	ca price′	in′dus try
ab ject′	brig′and	in′fa mous
a dept′	ca nine′	min′u et
a dult′	al lies′	mor′phine
a ma teur′	or′de al	mous tache′
a pro pos′	cor′net	il lus′trate
chas′tise ment	des′pi ca ble	oc cult′
con do′lence	dis in′ter est ed	re search′

Distinguish between the following pairs of words in pronunciation and meaning.

whale	white	whine
wail	wight	wine
where	whist	whorled
wear	wist	world
wheel	whet	whit
weal	wet	wit
which	wheat	why
witch	weet	wye
what	whether	whoa
wot	weather	woe
whig	whey	whither
wig	way	wither
when	while	anywhere
wen	wile	any wear

Pronounce *all* the syllables in the following words.

li'bra ry	in'ter est	bound'a ry
trick'er y	bois'ter ous	lau'da num
sal'a ry	dan'de li on	sar sa pa ril'la
pros'per ous	om'e let	as par'a gus
e lev'en	ad'e noids	veg'e ta ble
re'al	li'on	lab'or a to ry
re'al ly	lic'o rice	mis'er a ble
soph'o more	choc'o late	yes'ter day
gen'er al	ev'er y	pres'i dent

Pronounce the following word combinations with attention to the separation of the italicized final and initial consonants.

won'*t* you	could *y*ou	stand *h*im
can'*t* you	would *y*ou	feed *h*er
fit *y*ou	need *y*ou	lead *h*im
rest *y*ou	hit *h*im	let *h*er
should *y*ou	help *h*er	sell *th*em

Set your basket *d*own.
Fold *y*our *h*ands.
Clas*p th*em together.
Put *y*our ha*t h*ere.
Hea*p th*em *h*igh.
Le*t th*em be.
Cu*t y*our apple.
Mus*t y*ou le*t th*em.

Do not give the sound of *r* in the italicized words of the following sentences if it does not belong there.

Noah was in the *lower* field.
With a *tear* he dismissed the *idea.*
The *hammer* belonged to *Emma.*
Draw some *more* pictures.
The *window* did not *hinder* him.
The *manner* was that of *Hannah.*

The following common words when mispronounced in certain localities sometimes form dialect, sometimes are mere vulgarisms. One's pronunciation should not betray the part of the country from which he comes.

a'*corn*
a *cross'*
a f*raid'*
a gain' (*gen* in U. S.)
al low'
*al'*most
al'*ways*
a'p*ron*
ar'gue
ar rest'
a shamed'
as*k*ed
*a*te
at ten'tion
be cause'
c*a*n
c*a*tch
ch*air*
chil'd*ren*
chim'*ney*
com'*pa* ny
c*oo*p
cov'er
cr*ea'*t*ur*e
dr*ain*
dread'ful
en joy'
ex'tr*a*
fig'*ure*
f*o*r
f*ou*ght
g*au*nt
g*e*t
ha*v*e
heigh*t*
h*i*n'der
hol*d*
i'ron (*urn*)
in't*o*
j*oi*nt
j*u*st
k*e*g
kep*t*
k*e*t'tle
l*aw*
le*t*
lo'cus*t*
meas'ure (*mes*)
noth'ing (*nuth*)
o b*li*ge'
*oi*l
ol*d*
*on'*ion
once (*wunc*)
p*ar* tic'*u* lar
p*u*t (*u* as in *full*)
p*er* haps'
pic'*ture*
poor (*oo* as in *book*)
pret'ty (*prit*)
r*in*se
r*is*e
r*oil*
sch*ool*
scy*the*
shad'*ow*
sh*u*t
s*in*ce
six*th*
sl*ee*k
some'th*ing*
spar'r*ow*
st*ea*d'y
sub'j*ect*
s*up* pose'
swal'l*ow*
t*er'*ri ble
*th*em
th*ere'*fore
thr*e*sh
to-mor'r*ow*
t*ou*ch
twice
use*d*
w*ash*
worl*d*
wr*e*s'tled
*y*east
ye*s*
y*e*t

Review of Words Most Frequently Mispronounced

Recall from the previous exercises the faults to be avoided in pronouncing the following words:

sal ar y	lic o rice	tur nip
on ion	rasp ber ry	stom ach
e lev en	e vil	as par a gus
stew	clothes	gov ern or
at ti tude	tem per a ment	sect
stead y	drought	In di an
height	pil low	neu ral gi a
gath er	tow el	cu li na ry
ac cur ate	ne gro	jew el er
Tues day	ro bust	suite
A si a	Ar ab	Da nish
New Or le ans	gon do la	stu pid
god	vi o let	vow el
pi an o	song	chic
dew	li lac	or ange
drowned	rec og nize	ca fe
re al	hos pi ta ble	pat tern
dis in ter est ed	arc tic	a ma teur
hoist	guard ian	scen ic
cor nice	dan de li on	re al ly
rinse	sur prise	yes ter day
per spi ra tion	cu po la	ad e noids
li bra ry	bor row	soph o more
in ter est	or phan	choc o late
pic ture	white	av e nue
bound a ry	om e let	spec u late
I tal i an	pi an ist	wheel
du ty	wheat	Ho bo ken
coop	part ner	to-mor row
mis er a ble	punc ture	wheth er
catch	por ti ère	neg li gee

Common Mistakes in Speech

If we would cultivate ourselves in the use of English, we must make our daily talk accurate, daring, and full. I have insisted on these points the more because in my judgment all literary power, especially that of busy men, is rooted in sound speech. — *Self-Cultivation in English.* By G. H. Palmer.

A is no longer prefixed to participles, except perhaps occasionally in poetry. He went *fishing.*

Accept means *to receive, to take to oneself;* as, They *accept* the gifts. *Except* is most frequently used as a preposition and should not be confused with *accept.* They all went *except* John.

Affect should be carefully distinguished from *effect. Affect* means *to act upon, to influence;* as, The song *affected* the man. *Effect* means *to cause, to bring about;* as, The remedy *effected* a cure in spite of the serious condition of the patient.

Aggravate means *to make worse, to intensify;* as, The suffering of the wounded soldier *was aggravated* by the intense heat. *Exasperate* means *to annoy greatly;* as, The teacher *was exasperated* by the boy's inattention.

Alike should not be preceded by *both* in such a sentence as, The horses are *alike.* The inclusion of *both* implies that one may be different.

All is not necessarily followed by *of* when entirety is expressed. I met them *all,* Take it *all,* I saw *all* my friends, — these examples conform to the best usage.

Almost should not be contracted to *most* in such a sentence as, The work is *almost* finished. Neither should *about* be substituted for *almost* in such a sentence.

Among is used when several persons or things are referred to; as, The money was divided *among* the *six children. Between* is used with reference to two; as, He found himself *between the devil* and *the deep sea.*

Amount refers to the sum total; as, *amount of a bill, of money. Number* is used when individuals are thought of; as, *number of dollars, stones, persons.*

Am not has no contraction and both words must be used in asking a question; as, *Am I not?* But in a statement, *I am not* may be shortened to *I'm not.*

Angry means *vexed, out of patience,* and should not be confused with *mad,* which means *insane* or *afflicted with hydrophobia.*

Anywhere or *somewhere* rather than *any place* or *some place* should be used in such sentences as, I cannot go *anywhere;* It may be *somewhere* else.

Anywhere, nowhere and **somewhere** never take *s* at the end. I cannot find it *anywhere;* He is *nowhere* to be seen.

Apt implies natural inclination; as, An only child is *apt* to be selfish. It should not be confused with *likely,* which expresses mere probability or chance; as, It is *likely* to rain to-morrow.

Are not may be contracted to aren't; as, *Aren't* you? *Aren't* they? *Ain't* is a vulgarism and its use should be avoided.

Argue should not be confused in meaning with *dispute.* To *argue* is to make a matter clear by reasoning; to *dispute* means *to object to.* One *argues* a case but one *disputes* a bill.

As, not *like,* should be used in such expressions as, Do *as* I do; Pronounce it *as* she pronounced it.

As and **so,** discriminated in comparisons, may be made to express fine shades of meaning. The sentence, Mary is *as* tall as her sister, does not imply that either Mary or her sister is tall. But the sentence, The woman is not *so* old as her husband, implies age on the part of the husband.

At should not be used where it does not add to the meaning. It is not needed in the sentences, I went about five o'clock; Where am I?

At home should not be contracted to *home* in the sentence, She is *at home* to-day.

Awful means *full of awe* or *awe-inspiring.* It is synonymous with *fearful, terrible,* and its use should be restricted to the expression of this meaning; as, The devastation in the wake of the retreating army was *awful.* Neither *awful* nor *awfully* should be used as a synonym of *very.*

Backward and **backwards** may be discriminated as *adjective* and *adverb* respectively. He is a *backward pupil.* He *walked backwards.*

Bad is the opposite of *good* and should not be used in the sense of *severe*. He has a *severe* cold.

Balance is an accountant's term and means *that which must be added to the less* or *subtracted from the greater*. It should not be used to express "that which is left" in such phrases as, the *remainder* of the evening, the *rest* of the meal.

Begin and **commence** both mean to enter upon something new. *Begin* is the simpler and consequently should be used the more frequently; as, The school year *begins* next week. *Start* implies motion; as, The train *starts* on this track.

Beginner means *one who is new at his work*, hence the word *new* is superfluous when used before it.

Behave is neutral in meaning and should be qualified by *well, badly* or some other adverb of manner.

Beside means *by the side of;* as, He sat *beside me*. *Besides* means *in addition to;* as, *Besides the members of the family*, there were several friends at the wedding.

Better is the comparative degree of *good* and should be used to compare *two* persons or things; as, This is the *better* of the *two* pears. *Best* is the superlative degree and should be used to compare *more than two;* as, I like her the *best* of them *all*.

Between as a preposition takes the *objective case* after it; as, *between her* and *me; between him* and *her*.

Between is properly used when only *two* objects are referred to; as, *between one's lips*. *Among* is used when *more than two* are referred to, as, *among five children*.

Big should be restricted in use to express physical bulk or dimensions. It should not be used as a synonym for *great*. Many of the *greatest* men have not been *big*.

Both is used alone before nouns; as, *Both men* ran for the train. *Both* is followed by *of* when used before pronouns; as, *Both of you* were seen.

But should not be preceded by *else* in such a sentence as, There was no one *but* him present.

Can implies *power, ability*. Emerson defines a friend as one who

makes you do what you *can*. *May* implies *permission* or *possibility;* as, The pupil said, "*May* I go home now?" The wind *may* change during the night.

Cheap should not be used as a synonym of *shoddy* or *inferior*. It means *worth more than the cost;* as, That painting by Corot was *cheap* at ten thousand dollars.

Complexion is correctly used in the sentence, She has a *dark complexion*. There is no authority for the word *complected*.

Each and **every** take verbs in the singular; as, *Each* of the children *was* given an apple. *Every* one of them *was* punished.

Each other refers to *two only;* as, The brother and sister love *each other*. *One another* refers to *more than two;* as, Christians should treat *one another* as brothers.

Either and **neither** refer to *one of two* and should be followed by a verb in the singular; as, If *either* of the persons mentioned *is* in the room, *he* will please come forward. *Neither* of these plants *is* hardy. *Any* refers to *one of several;* as, *Any* of these three men *is* strong enough.

Elder is better than *older* when members of the same family are referred to; as, He resembles his *elder* brother.

Elegant means *polished, refined, revealing faultless taste,* and should be used to convey only such ideas; as, The apartment was *elegant* in its appointments. The manners of a gentleman of the court are *elegant*.

Enough rather than *plenty* should be used when a sufficient quantity is meant; as, I do not wish more bread; I have *enough*.

Except and **unless** as conjunctions should be used rather than the preposition *without* in such sentences as, I shall not go *unless* he compels me; "*Except* ye become as a little child."

Expect means *to look forward to, to anticipate;* as, I *expect* her on the five o'clock train. *Guess* means *to conjecture, to estimate roughly;* as, She *guessed* at the amount of shortening needed for the pie. *Reckon* means *to conclude after calculation;* as, He *reckoned* that his profits, after paying all expenses, would be about thirty per cent. *Suspect* means *to distrust, to doubt the genuineness or honesty of;* as, I *suspected* the tramp of having stolen the fruit.

Farther properly refers to *literal distance;* as, The house is *farther up the road. Further* refers to *degree or quality;* as, He is *further advanced in his studies* than I was at his age.

Finished, not *through,* should be used to denote completion; as, When I have *finished* my work, I will go with you.

Fix strictly means *to make secure, to fasten;* as, He *fixed* the hinge in place. To overwork it by using it in the sense of *arrange, repair, dress, punish,* etc., shows a limited vocabulary.

Funny should be used only to refer to that which causes a smile or excites laughter; as, The clown told a *funny story.* The monkey's *antics were funny.* It should not be used in the sense of *odd* or *unusual.*

Go, going and **gone** should not be followed by *to;* Where did he *go?* Where are they *going?* Where has it *gone?* — these are correct forms.

Got implies *attainment as the result of effort;* as, He *got* a good supply of firewood *by working hard all day.* Hence, *got married* and *got buried* are equally inaccurate, both services being performed by another.

Hanged, not *hung,* should be used when man is referred to; as, They *hanged* the *horse thief* without giving him a hearing.

Healthful, not *healthy,* should be used in such a sentence as, The climate is *healthful;* that is, *beneficial to health.* Persons living in that climate are generally *healthy;* that is, *in good health.* Brown bread is *wholesome;* that is, it *promotes health.*

In denotes *position, state. Into* implies *direction* or *motion.* I *walked into* the room and *remained in* it.

Intelligent or **clever** is better than *smart* to express mental alertness or capability; as, He is an *intelligent* fellow, for he ranks first in his class.

Just about is less colloquial than *just going to* and is to be preferred to the latter; as, I was *just about* to call the maid.

Kind of may be preceded but should not be followed by the article *a.* This is *a kind of* mineral substance.

Lay in the present tense means *to place in position* and requires an

object to complete its meaning; as, Now I *lay the baby* in the cradle. The past tense of *lay* is *laid* and it is, of course, also transitive; as, He *laid the book* on the table. The verb *lie* does not take an object; as, The cats *lie* in the sun. *Lay*, the past tense of *lie*, does not take an object; as, The sick man *lay* moaning all night. *Lain* is the past participle of *lie* and it must be used with *have* and *had;* as, The soldier *had lain* on the field all night.

Lend is better than *loan* in the sentence, *Lend* me your book.

Like or **enjoy** should be used to express one's attitude towards food. *Love* should be used only in connection with that which can love in return.

Look here is better than *see here. At* should not be used with the expression *look here.*

Make an experiment is better than *try an experiment* because an *experiment* is a *trial.*

Many or **much** rather than *lot* or *lots* should be used to express number or quantity; as, He has *much* money in the bank. He owns *many* houses.

More rather than *worse* should be used to express degree of intensity in such a sentence as, He hates him *more* every day.

Need implies *lack; want* implies the wish to supply the lack; as, He *wants* an automobile but he doesn't *need* one because he has the use of his father's.

Nice should be used in the sense of *exact, precise, finely discriminated;* as, He has a *nice* ear for music; The scales are *nicely* adjusted. It is greatly overworked in colloquial conversation, often being incorrectly used for pleasant, agreeable, well mannered, appetizing.

Not instead of *no* should be used after *whether;* as, I cannot tell *whether* he will come *or not.*

Off should not be followed by *of* in the sentence, Take your books *off the table.*

Only should be placed as near as possible to the word it is intended to modify. He died *only last night.* She laced *only one shoe.*

Other, otherwise and **else** should be followed by *than*, not *but;* as, It was no *other than* he. I could not do *otherwise than* go. I saw no one *else than* he.

Ought has one form only and does not admit of modification by *had, should* or any other auxiliary. A man *ought* to care for his children. He *ought* not to do what his conscience tells him is wrong.

Over, not *over with*, is the correct expression in the sentence, When lunch is *over*, I shall be able to help you.

Past participles rather than the past tense must be used in such sentences as, *Has* she *shaken* the rugs? The fishing rod *was broken*. The river *had frozen* in the night.

Person refers to *one, party* to *more than one*, except in legal documents. I saw the *person* whom you referred to in your previous letter.

Post card is better than *postal*. The latter is, strictly speaking, an adjective, not a noun. *Postal card* is admissible but contains an unnecessary syllable.

Practical means *capable of being turned to account*. *Practicable* means *that which can be done, feasible*. Although the Vicar of Wakefield was a very excellent man, many of his ideas were not *practical*. The plan of making a canal through Cape Cod proved to be *practicable*.

Proved, not *proven*, is the correct past participle of *prove*. His guilt *was* not *proved*.

Pleaded, not *plead*, is the correct past tense of *plead*. The prisoner *pleaded* for mercy.

Profess or **claim** should be used in the following sentences: I do not *profess* to be a saint; I do *claim* to be a prophet. *Pretend* means *to feign, to sham*, and should not be used as a synonym of *profess*.

Pupil is one who is under instruction. *A scholar*, properly speaking, is a learned person.

Quite should be used only in the sense of *wholly* or *entirely;* as, Because he was *quite* out of funds, I drew him a check. Since moving to a warmer climate, he has *quite* recovered his strength.

Raise, in the sense of *to rear*, may be applied to farm stock; as, *Sheep were raised* in great numbers. But children are *brought up;* as, The mother *brought up a family* of thirteen children.

Return should not be followed by *back* as the prefix *re* means *back*. He *returned home* yesterday.

See, not *look and see*, is sufficient in such a sentence as, *See* if the car is coming.

Shall in the first person denotes futurity; as, *I shall go* to town *to-morrow*. *Will* in the first person expresses determination; as, *I will go in spite of your command*. A question should be worded to correspond with the expected reply; as, *Shall* you go to town to-morrow? *Will* you obey me? *Will* in the second and third persons denotes futurity; as, You *will recognize* him as soon as you see him. *The child will take cold* if he goes into the water. *Shall* in the second and third persons denotes determination on the part of another person. *You shall do* as I command. *The boy shall be made* to obey.

Sit is usually intransitive; as, Will you *sit* here? *Sat* is the past tense of *sit* and is likewise usually intransitive; as, They *sat* down on the river bank. *Set* is usually transitive; as, He *sets the pitcher* on the table. Its past tense is also *set;* as, The doctor *set her fears* at rest yesterday.

Slightly or **somewhat** rather than *kind of* or *some* should be used to express small amount or low degree; as, The milk is *slightly* sour. The man is *somewhat* bald.

Smell used as a verb should not be followed by *of;* as, I did not *smell the rose*.

Station as a stopping place for a train is better than *depot*. The latter primarily means a storehouse.

Stay should be used to express *duration of time*. I shall *stay* at the hotel *a week*. *Stop* means *to cease moving*. We *stopped only long enough* to ask for directions.

To, the sign of the infinitive, and not the conjunction *and* should be used to express intention. I will try *to get* it. I went *to see* her.

Teach and **learn** should not be confused; *I teach* him and *he learns* quickly.

These and **those** are plural and must be followed by plural nouns; as, *These kinds, those sorts.*

Underhand, not *underhanded,* is the correct form; as, He gained his office by means of *underhand* methods.

Up is usually unnecessary after the word *open* when the idea of *beginning* is to be expressed. He *opened his speech* with a story.

Very, not *pretty,* should be used as an intensifier; as, The boy was *very badly* hurt. *Very,* followed by an adjective, should be used instead of the phrase *very much of,* followed by a noun, in such sentences as, He is *very gentlemanly;* She is *very ladylike.*

Way, not *ways,* should be used to express distance in such sentences as, I went *a little way* with her; I can see it *a long way* off.

Well, the adverb, and not *good,* the adjective, should be used to express manner; as, He did his work *well.*

Well informed, rather than *well posted,* is correct.

Whether, not *if,* should be used in such a sentence as, I *do not know whether* he has returned.

GROWTH OF THE ENGLISH LANGUAGE[1]

Size of Vocabulary. The number of words used by our English ancestors previous to the year 1100 has been estimated from their literature still in existence at 30,000. The most recent unabridged dictionary includes about 450,000. This enormous gain during the past eight centuries has given English the richest and most complex vocabulary of the world's languages. The increase has come about in two ways: by borrowing words from other languages and by making new words. Our present vocabulary thus consists of three elements; native or Old English words, borrowed words and new or coined words.

Native Words. The first inhabitants of Britain whose speech has been preserved were Angles and Saxons. They were members of Germanic tribes which came from the continent of Europe in the fifth and sixth centuries to ravage the weaker Britons. Many Anglo-Saxon or Old English words in our language bear a close resemblance to modern German. The following words illustrate the similarity: *Mutter,* mother; *Vater,* father; *Schwester,* sister; *Gras,* grass; *Shuh,* shoe; *Finger,* finger; *Hut,* hat; *Haus,* house; *singen,* to sing; *sprechen,* to speak; *gut,* good; *hart,* hard; *hier,* here. When our German ancestors came to England they were a primitive people, less civilized even than the Britons whom they conquered; consequently their speech was expressive of primitive ideas, the language of everyday life. Nevertheless, it forms the foundation and framework of our written and spoken English of to-day. It consists for the most part of simple, strong words which make for clearness and force. Our

[1] For the following notes the author has drawn freely upon "The English Language," by L. P. Smith, in the Home University Library, and "The Making of English," by Henry Bradley, The Macmillan Co., both of which are authoritative and very readable. Kittredge and Greenough's "Words and Their Ways" and "The History of the English Language" by O. F. Emerson are also recommended.

greatest writers have always used the native element of the language freely; Spenser and Milton both used over eighty per cent of Old English words, some of Shakespeare's plays contain as high as ninety per cent, and in the authorized version of the Scriptures ninety-four out of every one hundred words are native.

Borrowed Words. From the beginning English has made words borrowed from other languages its own. All periods of history, all quarters of the globe, all great civilizations have contributed to our speech of to-day. Since the completion of the great Oxford Dictionary, which records, as far as ascertainable, the first appearance of every word in the English language, it has been possible to associate the acquisition of certain words with certain periods of history so as to throw a flood of light on the relation of England to other nations.

The first great accession of words came after the conquest of England by the Normans in 1066. Since the church and the state were both in the hands of the conquerors, many Norman-French words pertaining to religion and government became a part of the language at this time, as *chaplain, procession, miracle, sacrament, saint, judge, jury, justice, parliament, council, tax, mayor.* The word *war* is French; and some of the words belonging to military life acquired before the end of the thirteenth century are *assault, siege, banner, arms, lance, fortress, tower.* The Normans represented a higher type of civilization than the conquered Saxons and they enriched English with many Norman-French terms of refinement and elegance, the speech of the court and of fashion.

The English Crusaders in the twelfth and thirteenth centuries brought home with them many new words from the East. *Damask* was the name of a rich cloth made in Damascus; *azure, scarlet* and *saffron* were beautiful Oriental dyes; *assassin, Bedouin, caravan, mattress, hazard* are other Crusaders' words adopted into English, probably from Arabic. When Europe was enveloped in intellectual darkness, from Arabia came also

words pertaining to learning, such as *almanac, algebra, cipher, zenith, zero, alchemy.*

The close connection between England and the Low Countries during the Middle Ages is attested by the nautical terms picked up by English sailors from the Dutch; *reef, dock, yacht, commodore, cruise, bow, boom, sloop,* all came into English during the fifteenth and sixteenth centuries. The explorers of Elizabeth's time and of the succeeding century brought back many words from the New World. The North American Indian furnished *moccasin, opossum, persimmon, tomahawk* and *terrapin; chocolate, cocoa* and *tomato* are Mexican; *cannibal, hurricane, hammock, savanna* and *maize* are Caribbean words; *canoe, tobacco* and *potato* came from Haiti and *guano,* from Peru.

As intercourse between English-speaking people and foreign nations increased, words from all parts of the world were appropriated. Such terms as *fresco, dado, studio, replica, basso, opera, piano,* show the Italians to have been the teachers of the English in matters of art and music. *Landscape, sketch, easel* and *maulstick* are Dutch art terms. The Spanish *grandee, renegade, desperado, negro* and *ambuscade* became current English and are used to-day with no thought of their foreign origin. Other travelers' words, either borrowed directly from other languages or picked up from sailors during the sixteenth and seventeenth centuries, are *calico* from Calicut, *bamboo* and *cockatoo* from the Malay Peninsula, *indigo* from Portugal, *typhoon* and *coffee* from Arabia, *banana* from the Congo. Thus it will be seen that the broadening of English life and the enrichment of vocabulary go hand in hand, and for all practical purposes the adopted words become as much a part of the language as those native to it.

New Words. The English language consists not only of its original stock in trade, Old English, and of words adopted from other languages, but it is constantly being increased by the creation of new words. There are three ways by which a new

word can be made: (1) by root-creation, that is, by inventing an entirely new word; (2) by composition, that is, by joining two or more separate known words so as to make a new compound; and (3) by derivation, or making a new word out of an old one by the addition of prefixes and suffixes.

Root-creation. A very large number of English words cannot be traced back to an earlier source or origin because their present form is their original form. They are the result of the same process as that by which mankind probably first learned to communicate orally, that is, sound imitation. A recent writer on the subject has illustrated this method by quoting the old story of the foreigner in China who, sitting down to a covered dish, inquired "quack quack?" and was promptly answered "bow-wow" by his Chinese attendant. Such words as *cuckoo, bobolink, bobwhite, chickadee, whippoorwill, bang, mumble, purr, fizz, buzz, flop* are the result of root-creation. Slang terms, often imitative, frequently find a permanent place in the language.

Composition. The method of forming a new word by combining two or more old ones, so common in Old English, is a Germanic inheritance. Indeed, it is upon self-explaining compounds that German of to-day depends almost entirely for the expression of new ideas. But the power of forming compounds in Modern English is not so strong as it was in Old English. Word combination seems to belong to an earlier period of the language when the object of speech was to appeal to the imagination and emotions rather than to the intellect. And words so formed are more likely to die out than simple words; in spite of their simplicity and directness, we have lost *gold-hoard* (treasury), *book-hoard* (library), *grund-weall* (foundation), *boc-craeft* (literature), *treow-wyrhta* or *treeworker* (carpenter), — they having been displaced by Latin derivatives. Nevertheless, such English compounds as *sweetheart, rose-garden, maidservant, helpmate, sidewalk, bookcase, hour-glass,* suggest multitudes of others in daily use.

The most vivid and forceful compounds are those which have been evolved under stress of strong emotion; as, *spitfire, skinflint, spendthrift, tosspot, blockhead.* The poets have always depended upon word combinations for compression of thought and picturesqueness of phrasing; both Milton and Shakespeare are especially rich in compound epithets.

Derivation. The commonest method of making new words is by derivation, that is, adding a prefix or suffix to a word already known. From the Old English word *cloud* are formed the words *clouded, cloudless, cloudy, cloudlet, unclouded;* from the Latin word *cor, cordis,* the heart, are derived *core, cordial, concord, discord, courage,* and many secondary forms; from the Greek word *aer,* air, are derived *aerate, aerial, aeriform, aeronaut, aeroplane, aerostat.* Many of the classical words have proved to be exceedingly rich in derivatives; the Greek *logos,* science, from which is derived such words as *geology, mineralogy, physiology,* has yielded probably a hundred English words; the Latin *facere,* to do, to make, has yielded 169 and *stare,* to stand, 185. Greek is peculiarly well fitted to supply precise technical terms which become practically universal, that is, current throughout Europe and America.

While Greek has furnished a great many English derivatives, the words formed from Latin outnumber by far those from all other sources. So great a proportion of these is to be found in the language that, it has been estimated, hundreds of pages could be written in which the non-Latin words would number less than ten per cent. New words from Latin are constantly being added to the language, as it is usually found easier and more in accordance with the genius of the language to form a derivative than to invent a new English compound. Moreover, Latin is the language of the learned the world over, and words derived from Latin are intelligible to scholars everywhere. No one can hope to use English with precision and accuracy or to gain the full

meaning of the best authors without some knowledge of the language from which so great a part of our mother tongue has been formed.

EXERCISES FOR THE STUDENT

How great an increase, approximately, has there been in the English vocabulary during the last eight hundred years? By what processes has it come about?

What is meant by native words? To what modern language are they most closely allied? Give the historical reason for this. Speak of their importance in modern speech.

Show the relation between history and the growth of the English language. Illustrate fully. Suppose there had been no contemporary records of English discoveries and explorations in the New World, how should we know that they took place?

How did mankind probably first learn to speak? What name is now given to this process? Give ten words, not found in the text, which were probably produced in this way.

Why have poets always used compound expressions? Select ten compound epithets from Milton's "L'Allegro" and "Il Penseroso." Select ten from Shakespeare's "Macbeth." Select ten from any other source.

What relation is there between a knowledge of Greek and Latin and a knowledge of English? Illustrate. Read carefully Ruskin's "Sesame and Lilies," paragraphs 16–29. What has Ruskin done with the passage from Milton's "Lycidas"? Explain what Ruskin means by the following passage, paragraph 17: "You might read all the books in the British Museum (if you could live long enough), and remain an utterly 'illiterate,' uneducated person; but if you read ten pages of a good book, letter by letter, — that is to say, with real accuracy, — you are forevermore in some measure an educated person."

Skeletonize the subject matter of the Growth of the English Language.

English Prefixes derived from Latin

a	away from	avocation
a (abs)	from, away from	abnormal
ad	to	adjoin
amb (ambi, am)	around, on all sides	ambidextrous
ante	before	antemeridian
bi (bis)	two, twice	biannual
circum	around	circumnavigate
con (col, co, cor)	with, together	coeducation
contra (counter)	against	contraposition
de	away, down, off	deform
di (dis)	apart, not, opposite of	disagree
e (ex)	out, from	express
extra	beyond	extraordinary
in (il, im, en)	in, into, on	indent
in (im, il, ir, un)	not	incomplete
inter	between, among	intercolonial
intro	within	introspection
non	not	noncombatant
ob (oc, of, op)	against, in the way	object, oppose
per	through, thoroughly	perforate, pervert
post	after, behind	postscript, postmeridian
pre	before	prehistoric
preter	beyond	preternatural
pro	for, forward	pronoun, proceed
re	back, again	repay, reconsider
retro	backwards	retrospect
se (sed)	aside, apart	secede
sub	under	subnormal
super	over, beyond	superabundant
trans	beyond, across	transplant, transmigrate
vice	instead of	vice-president

Collect the prefixes in groups according to the following meanings: *from, to, around, before, two, with* or *together, against, down* or *off, aside* or *apart, out* or *out of, beyond, in* or *into, not, between* or *among, within, against* or *in the way of, through* or *thoroughly, after* or *behind, back* or *anew, backwards, under;* and supply new examples for each.

extra, preter, super, trans, ultra } beyond

Spell and define according to prefix.[1]

a, ab, **away from**

ab duct′ (*ducere,* lead)
ab nor′mal
ab stain′ (*tenēre,* hold)
a vert′ (*vertere,* turn)
ab solve′ (*solvere,* loosen)
ab o rig′i nes
ab sorb′ (*sorbere,* suck)
ab jure′ (*jurare,* swear)
ab lu′tion (*luere,* wash)
a vo ca′tion (*vocare,* call)

ad (*ap, at*), **to**

ad join′
ad here′ (*haerere,* stick)
ad′vent (*venire,* come)
at tract′ (*trahere,* draw)
at tune′
at tain′ (*tangere,* touch)
a dapt′ (*aptus,* fit)
ad dress′ (*directus,* direct)
ad vert′ (*vertere,* turn)
ap proach′ (*prope,* near)

ante, **before**

an′te date
an te ce′dent (*cedere,* go)
an′te cham ber
an′te room
an′te di lu′vi an (*diluvium,* deluge)
ante pe nult′
an te me ri′di an
an te′ri or
an te bel′lum (*bellum,* war)
an te mor ′tem (*mors,* death)

[1] The student should not be required to learn the Latin words given in the exercises under prefixes; only the English equivalents should be required.

anti (Greek), **against, opposed to**

an ti suf'frage
an ti cli'max
an ti-Jac'o bin
an ti chris'tian
an ti sla'ver y
an ti vac ci na'tion
an ti mo nar'chical
an ti so'cial
an ti trade'
an ti scrip'tur al

co, **with, together**

co ex ist'
co e ter'nal
co ex ten'sive
co in cide' (*cadere*, fall)
co ed u ca'tion
co e'qual
co op'er ate
co or'di nate
co e'val (*aevum*, age)
co heir'

col, **with, together**

col lat'er al (*latus*, side)
col'league
col lab'o rate
col lapse' (*laps*, slip)
col'lo quy (*loquor*, speak)
col'lo cate
col li'ne ar
col lide' (*laedere*, strike)
col lect' (*legere*, pick)
col lu'sion (*ludere*, play)

com, **with, together**

com min'gle
com mit' (*mittere*, send)
com peer'
com pound' (vb.) (*ponere*, place)
com men'sur able (*mensura*, measure)
com pan'ion (*panis*, bread)
com pete' (*petere*, seek)
com'pli cate (*plicare*, fold)
com press'
com'pro mise

con, **with, together**

con join'
con nect' (*nectere*, bind)
con'gre gate (*gregare*, flock)
con serve' (*servare*, keep)
con duct' (*ducere*, lead)
con form'
con clude' (*claudere*, shut)
con fide' (*fidere*, trust)
con'flu ent (*fluere*, flow)
con fuse' (*fundere*, mix)

counter, against, opposed

coun ter act′
coun ter bal′ance
coun ter at trac′tion
coun ter ref or ma′tion
coun ter ir′ri tant
coun′ter part
coun ter mand′ (*mandare*, order)
coun′ter charge
coun′ter feit (*facere*, make)
coun ter claim′

de, down, away from

de camp′
de cap′i tate (*caput*, head)
de cay′ (*cadere*, fall)
de cry′
de duct′ (*ducere*, lead)
de tour′
de gen′er ate (*genus*, race)
de grade′
dé′col le té′ (*collum*, neck)
de cliv′i ty (*clivis*, slope)

Written Review I

Define as above.

de cap′i tate
an ti suf′frage
ad here′
an te bel′lum
co op′er ate
coun ter act′
col lide′
com pan′ion
con serve′
ab nor′mal

di, *dif*, away from, not, apart

dif fuse′ (*fundere*, pour)
di gress′ (*gressus*, a stepping)
di lap′i date (*lapis*, stone)
di vert′ (*vertere*, turn)
di vest′ (*vestis*, garment)
di late′ (*latus*, wide)
di gest′ (*gerere*, carry)
di lute′ (*luere*, wash)
di vulge′ (*vulgare*, make public)
di verge′ (*vergere*, incline)

dis, not

dis qual′i fied
dis cour′te ous
dis con tent′ed
dis ad van ta′geous
dis arm′
dis ap prov′al
dis be lief′
dis con nect′ed
dis able′
dis con tin′ued

e, out, from

e lect′ (*legere*, pick)
e ject′ (*jacere*, throw)
e rase′ (*radere*, scrape)
e′dict (*dicere*, say)
ed′u cate (*ducere*, lead)
e mit′ (*mittere*, send)
e rad′i cate (*radix*, root)
e nor′mous (*norma*, rule)
e vap′o rate
e volve′ (*volvere*, roll)

ex, out

ex hale′ (*halere*, breathe)
ex clude′ (*claudere*, shut)
ex pa′tri ate (*patria*, fatherland)
ex port′ (*portare*, carry)
ex hib′it (*habere*, hold)
ex tend′ (*tendere*, stretch)
ex tol′ (*tollere*, raise)
ex tract′ (*trahere*, draw)
ex pel′ (*pellere*, drive)
e rupt′ (*rumpere*, break)

in, not

in′fa mous
in nu′mer able (*numerus*, number)
in sur mount′able
in or gan′ic
in jus′tice
in vin′ci ble (*vincere*, conquer)
in sane′
in tol′er ant
in es′ti ma ble
in vis′ible (*videre*, see)

im (before *m* and *p*), not

im pure′
im pru′dent
im per′fect
im mor′tal
im mod′er ate
im meas′ur able
im per cep′ti ble
im prac′ti cal
im pas′sa ble
im mov′able

il (before *l*), not

il log′i cal
il lim′it able
il leg′ible (*legere*, read)
il le git′i mate
il le′gal
il lib′er al
il lic′it (*licitus*, lawful)
il lit′er ate (*littera*, letter)

ir (before *r*), not

ir reg'u lar
ir ra'tion al
ir res'o lute
ir rev'o ca ble (*vocare*, call)
ir re press'ible
ir re proach'able
ir re cov'er able
ir re sist'ible
ir re spon'si ble
ir rev'er ent

un, not

un true'
un at tract'ive
un man'ly
un gen'er ous
un fair'
un scru'pu lous
un schol'ar ly
un la'dy like
un char'i table
un gra'cious

Written Review II

di gest'
e mit'
ex pel'
dis ad van'tage
il leg'ible
e vap'or ate
in vis'ible
im mor'tal
un scru'pu lous
ir rev'o ca ble

in, in

in clude' (*claudere*, shut)
in dent' (*dens*, tooth)
in ci'sion (*caedere*, cut)
in fold'
in spect' (*specere*, look)
in wrought'
in ject' (*jacere*, throw)
in hale' (*halere*, breathe)
in vade' (*vadere*, go)
in flate' (*flare*, flow)

im (before *b*, *m* and *p*), in

im merse' (*mergere*, dip)
im plant'
im port' (*portare*, carry)
im print'
im bibe' (*bibere*, drink)
im press'
im'pli cate (*plicare*, fold)
im part'
im'mi grate (*migrare*, remove)
im per'il

inter, **between**

in ter na'tion al
in ter state'
in ter col le'gi ate
in ter cede' (*cedere*, go)
in ter lin'e ar
in'ter lude (*ludere*, play)
in ter mar'riage
in ter weave'
in ter ject' (*jacere*, throw)
in ter twine'

mis, **wrongly, badly**

mis spell'
mis cal'cu late
mis step'
mis ap ply'
mis be have'
mis di rect'
mis gov'ern
mis judge'
mis place'
mis pro nounce'

non, **not**

non con duc'tor
non con form'ist
non res'i dent
non pa reil' (*par*, equal)
non ap pear'ance
non com mit'tal
non'sense
non un'ion
non'de script
non com'bat ant

per, **through**

per fume' (*fumare*, smoke)
per'for ate (*forare*, bore)
per'co late (*colare*, filter)
per cus'sion (*quatio*, strike)
per'e gri nate (*ager*, field)
per'se cute (*sequi*, follow)
per spire' (*spirare*, breathe)
per vade' (*vadere*, go)
per sist' (*sistere*, stand)
per fo'li ate (*folium*, leaf)

post, **after, behind**

post grad'u ate
post'script (*scribere*, write)
post me rid'i an
post mor'tem (*mors*, death)
post pran'di al (*prandium*, lunch)
post mil len'ni al
post gla'ci al
post pone' (*ponere*, place)
post ex il'ic
post'hu mous (*humus*, ground)

pre, before

pre ar range′
pre di gest′ed
pre cede′ (*cedere*, go)
pref′ace (*fari*, speak)
pre judge′
pre des′tine
pre em′i nent
pre′lude (*ludere*, play)
pre pare′ (*parare*, make ready)
pre sup pose′

pro, forward

pro pel′ (*pellere*, drive)
pro ject′ (*jacere*, hurl)
pro jec′tile
pro trude′ (*trudere*, thrust)
pro vide′ (*vidēre*, see)
pro duce′ (*ducere*, lead)
pro mote′ (*movere*, move)
pro tu′ber ant (*tuber*, swelling)
pro tract′ (*trahere*, draw)
pro voke′ (*vocare*, call)

re, again

re or′gan ize
re vis′it
re vive′ (*vivere*, live)
re count′
re pro duce′
re view′
re print′
re cre ate′
re ex am′ine
re con struct′

sub, under

sub ter ra′ne an (*terra*, earth)
sub head′ing
sub let′
sub ma rine′ (*mare*, sea)
sub′soil
sub scribe′ (*scribere*, write)
sub tract′ (*trahere*, draw)
sub ti′tle
sub stra′tum
sub merge′ (*mergere*, dip)

trans, across, beyond

trans at lan′tic
trans con ti nen′tal
tran scribe′ (*scribere*, write)
trans mit′ (*mittere*, send)
trans plant′
trans ma rine′ (*mare*, sea)
trans port′ (*portare*, carry)
trans fer′ (*ferre*, bear)
trans fuse′ (*fundere*, pour)
trans pose′ (*ponere*, place)

vice, **instead of**

vice pres'i dent
vice chan'cel lor
vice treas'ur er
vice ad'mi ral
vice re'gent
vice roy (O. F. *roy*, king)
vice chair'man
vice con'sul
vice cham'ber lain
vice gov'ern or

Written Review III

in flate'
im bibe'
re con struct'
in ter col le'gi ate
pro mote'
non com'bat ant
post mor'tem
sub ter ra'ne an
mis pro nounce'
pre'lude

Contrast in meaning:

in clude'
ex'clude

im'port
ex'port

ante me ri'di an
post me ri'di an

in hale'
ex hale'

in ter'nal
ex ter'nal

an ti sla'ver y
pro sla'ver y

as cend' (as = ad)
de scend'

at tract' (at = ad)
de tract'

in'let
out'let

in flate'
de flate'

in'gress (*gradior*, go)
e'gress

sub struc'ture
su per struc'ture

English Suffixes derived from Latin

able (ible)	capable of being, fit	lovable, avertible
acy, ance	state of being	accuracy, continuance
age	condition, collection of	marriage, foliage (*folia*, leaves)
al (eal, ial)	relating to, that which	colonial, comical
an (ane, ean, ian)	one who, relating to	Roman, humane
ant	one who, being	assistant, pliant
ar (er)	relating to, like	circular
ary	relating to, one who, place where	missionary, infirmary
ate	one who, to make, having the quality of	licentiate, staminate
cle (icle, cule, ule)	diminutive	particle
ee (eer)	one who	referee, profiteer
ence (ency)	state of being, quality of	presence, fervency
ent	one who or which, being	student, equivalent
ess	female	princess
ferous	bearing	coniferous
fy (ify)	to make	solidify
ile	relating to, that which	mercantile, fragile
ion	act of, condition	repulsion, corruption
ise (ize)	to make	fertilize
ist (ite)	one who	scientist
ity (ty)	state or quality	timidity
ive	one who, that which	captive

ment	act or state of, that which	excitement, commandment
or	one who	assessor
ory	relating to, place where	preparatory, armory
ose (ous)	abounding in	verbose, superstitious
tude	condition, quality	aptitude
ure	act or state of, that which	departure, creature

EXERCISE

Collect the suffixes in groups according to the following meanings; *capable of being* or *fit, state of being, condition, relating to,* or *that which, one who, female, to make, having the quality of, like, act of, abounding in,* and supply new examples for each as,

ant	one who	applicant
ary		actuary
ee		payee
eer		auctioneer
ent		president
ist		artist
or		actor

Spell and define according to suffix.[1]

able, **capable of being, fit**

re li'able	mar'ket able
ta'ma ble	ad vis'a ble
hon'or a ble	im pen'e tra ble
serv'ice a ble	man'age a ble
as sail'a ble	prac'ti ca ble

[1]The student should not be required to learn the Latin words given in the exercises on suffixes; only the English equivalents should be required.

al, relating to

ge o met'ri cal
co lo'ni al
gla'ci al
pa ter'nal (*pater*, father)
his tor'i cal
ar chi tec'tur al
fil'ial (*filius*, son)
fa'cial
fa nat'i cal
mag'ic al

ance, ence, state of being

com pli'ance
in'no cence
dil'i gence
pru'dence
op'u lence (*opes*, riches)
re li'ance
ra'di ance
om nip'o tence
pen'i tence
phos phor es'cence

ant, ent, one who

ten'ant (*tenere*, hold)
de pend'ent
cor re spond'ent
serv'ant
com man dant'
sup er in tend'ent
at tend'ant
sup'pli ant
com mu'ni cant
dé bu tant'

cle, cule, kin, ling, diminutive

par'ti cle
an i mal'cule
glob'ule
can'ti cle (*cantus*, song)
gran'ule
i'ci cle
lamb'kin
gos'ling
dar'ling (*deore*, dear)
duck'ling

eer, ier, one who

moun tain eer'
en gi neer'
char i ot eer'
auc tion eer'
vol un teer' (*voluntas*, free will)
pri va teer'
son net eer'
mu le teer'
brig a dier'
gon do lier'

en, to make

tough'en
cheap'en
fresh'en
hard'en
fat'ten
less'en
short'en
fast'en
length'en
dead'en

er, or, ar, one who

rob'ber
gar'den er
gov'ern or
act'or
li'ar
law'yer
sail'or
lec'tur er
deal'er
for'eign er

ess, stress, female

count'ess
heir'ess
god'dess
gov'ern ess
Quak'er ess
mur'der ess
gi'ant ess
sor'cer ess
seam'stress
laun'dress

ible, capable of being, fit

di gest'i ble
vis'i ble (*videre*, see)
ed'i ble (*edere*, eat)
com press'i ble
cred'i ble (*credere*, believe)
con vert'i ble
in fal'li ble
au'di ble (*audire*, hear)
leg'i ble (*legere*, read)
flex'i ble (*flectere*, bend)

Written Review IV

Define as above.

his tor'i cal
fresh'en
man'age a ble
moun tain eer'
gov'ern ess
gran'ule
au'di ble
com man dant'
dil'i gence
lec'tur er

ify, to make

mag'ni fy (*magnus*, great)
pet'ri fy (*petra*, rock)
sim'pli fy
so lid'i fy
rec'ti fy (*rectus*, right)
de'i fy (*deus*, god)
liq'ue fy
pur'i fy
clar'i fy
strat'i fy

ist, one who

pac'i fist
sat'ir ist
ac com'pan ist
bal loon'ist
el o cu'tion ist
dram'a tist
bot'a nist
ge ol'o gist
vi o lin'ist
Bap'tist

ize, to make

sum'mar ize
i de'al ize
civ'il ize
im mor'tal ize
min'i mize (*minimus*, least)
stand'ard ize
lib'er al ize
spe'cial ize
A mer'i can ize
ster'il ize

ly, manner

in dif'fer ent ly
in tel'li gent ly
sat is fac'to ri ly
haugh'ti ly
ha'sti ly
ghost'ly
im pa'tient ly
bright'ly
gen'er ous ly
cour'te ous ly

ment, state of, state of being

ex cite'ment
a muse'ment
dis cour'age ment
im prove'ment
chas'tise ment
en ter tain'ment
ad just'ment
mer'ri ment
a chieve'ment
gov'ern ment

ness, state or condition

dark'ness
clean'li ness
ner'vous ness
busi'ness
con'scious ness
nat'ur al ness
hap'pi ness
mas'sive ness
lov'a ble ness
av a ri'cious ness

ory, place where

dor'mi to ry (*dormire*, sleep)
rec'to ry
ob ser'va to ry
fac'to ry (*facere*, make)
pri'o ry
ar'mo ry
lab'or a to ry
cre'ma to ry (*cremare*, burn)
de pos'i to ry
mon'as ter y (*monos*, alone)

ous, abounding in

mel o'di ous
du'bi ous
right'eous
cour'te ous
en'vi ous
pi'ous
blas'phe mous
beau'te ous
tim'or ous (*timor*, fear)
moun'tain ous

ose, abounding in

ver bose' (*verbum*, word)
o'ti ose (*otium*, leisure)
gran'di ose
bel'li cose (*bellum*, war)
glu'cose (*glykys*, sweet)
cel'lu lose
jo cose' (*jocus*, joke)
sac'char ose
pec'tose (*pectin*, congealed)
ad'i pose (*adeps*, fat)

tude, condition, state of being

mag'ni tude (*magnus*, great)
al'ti tude (*altus*, high)
rec'ti tude (*rectus*, right)
for'ti tude (*fortis*, strong)
prompt'i tude
mul'ti tude (*multus*, many)
apt'i tude
sol'i tude (*solus*, alone)
cer'ti tude
grat'i tude

Written Review V

Define as above.

for'ti tude
pac'i fist
ar'mo ry
rec'ti tude
busi'ness
en ter tain'ment
haugh'ti ly
ster'il ize
clar'i fy
bel'li cose

Define according to both suffix and prefix.

im'pi ous
non re turn'able
un pro duc'tive ness
in of fen'sive
dis a bil'i ty
il leg i bil'i ty
in ter na'tion al
non con form'ist
mis gov'ern ment
sub mers'i ble
trans con ti nen'tal
in jus'tice
in de fen'si ble
in vis i bil'i ty
un al'ter a ble
un sus pi'cious
su per nat'u ral ism
re ac'tion ary
un ap pe ti'zing
il log'i cal
an ti suf'fra gist
com press'i ble
ir re me'di a ble
dis ad van ta'geous
pre des ti na'tion
prov i den'tial
trans fer'able
in com'par a ble
pre ar range'ment
il le'gal ly
dis loy'al ty
mis in ter pre ta'tion
im mod'er ate ly
ab nor mal'i ty
re in car na'tion
in de ci'sive
de fa'mer
in hu man'i ty

Latin Roots and English Derivatives

The parts of speech in Latin from which English words are derived are adjectives, nouns and verbs. The masculine singular form only of the adjective is given in the following pages. In the nouns both the nominative and the genitive (possessive) singular forms are given, as nominative *cor*, the heart, and genitive *cordis*, of the heart, except when both forms are alike, as nominative *avis*, a bird, and genitive *avis*, of a bird, in which case the nominative only is given. The four principal parts of the verb are given; namely, the first person singular of the present tense, the present infinitive, the first person singular of the perfect tense, and the supine, or the perfect participle of deponent verbs, as *amo*, I love, *amare*, to love, *amavi*, I have loved, *amatum*, to love. An English derivative is not formed from the whole of a Latin word but from a part known as the base or stem to which a prefix or suffix or both are added; as an example, the Latin verb *pello*, *pellere*, *pepuli*, *pulsum*, furnishes the stem *pel* from which the English word, *compel*, is formed by prefixing *com*, and the stem *puls* from which the English word, *compulsion*, is formed by prefixing *com* and adding the suffix *ion*.

In order to define a word etymologically, one must know the meaning of the word from which it is derived and the meaning of its suffix and prefix. A word should be defined in terms of its root, whenever possible; thus, since the word *armistice* is derived from Latin *arma*, arms, and *sistere*, to stand, the definition, a standing still of or cessation from arms, is better than simply *truce*. In some cases the root meaning has apparently faded out of the current meaning but usually it may be discerned if it is known and it will be found to add much to the significance of the word. On the following pages, where the derivatives are defined, the root or original meaning is given first and the current meaning, when the

original meaning has undergone modification, given last. No attempt has been made to show the road along which the English word has traveled linguistically before reaching its present form, as it is deemed wise to reserve that for more advanced study. In order to fix the meaning of the Latin words firmly in mind, the root meaning should always be given in defining a secondary English form as well as in defining a primary form; as, *circumnavigation* should not be defined as the act of circumnavigating but rather as derived from the prefix *circum*, around, *navis*, a ship, *ago*, *agere*, drive and the suffix *ion*, the act of: the act of driving or sailing a ship around the globe.

In consulting the dictionary for the spelling, pronunciation and meanings of words it is an excellent practice to look at the etymology as well. This habit, once formed, makes the dictionary a most interesting book. To know that *umbrella* (diminutive of Latin, *umbra*, shade) literally means a little shade, that *inculcate* (Latin *in*, in and *calcare*, to tread) means to tread in, that *suspect* (Latin *sub*, under and *specere*, to look) means to look under, that a balance, *i.e.* scales (Latin *bis*, two and *lanx*, dish) means two dishes, — to select only a few examples at random, — invests common, well-known words with a new interest.

The two chief advantages to be gained by the study of the derivation of words are first, that it enables one to use words with greater precision and second, that it enables one to learn the meanings of whole groups of related words at one time. Under the sixty Latin words on the following pages are defined about eight hundred and fifty of their most useful English derivatives. These include, for the most part, only primary derivatives; several hundred more of secondary derivation will suggest themselves to the student.

1. a'go, a'gere, e'gi, ac'tum, do, drive

agitate, to drive, to disturb, to excite.
agile, active, quick moving.
cogitate (*co*, together), to turn over together in the mind, to meditate or consider.
cogent (*co*, with), driving, compelling, powerful, convincing.
exigent (*ex*, out), driving out, pressing.
navigate (*navis*, a ship), to drive a ship.
circumnavigate (*circum*, around), to sail around the globe.
counteract (*counter*, against), to act against, to hinder by contrary action.
actuate, to cause to do or act.
exact (*ex*, out), to drive out, to compel, to enforce.
transact (*trans*, through), to drive or carry through, to perform.
enact, to do, to bring about, to ordain or decree.

agitation	**navigator**	**cogitation**
agility	**active**	**counteraction**
cogency	**actor**	**transaction**

2. bis, twice

bicentennial (*centum*, hundred; *annus*, year), occurring every two hundred years.
biceps (*caput*, head), muscle in the arm with double head or attachment.
bicuspid (*cuspis, cuspidis*, point), tooth with two points.
bilingual (*lingua*, tongue), speaking in or writing in two languages.
biped (*pes, pedis*, foot).
biscuit (*coctus*, cooked), pastry formerly made by baking twice.
bisect (*sectus*, cut).
binocular (*oculus*, eye), field glasses.
binomial (*nomen*, name), having two names, consisting of two terms.
bivalve (*valvae*, folding doors), having a hinged double shell as an oyster.

combine (*com*, together; *bini*, two each), literally two together or two by two.

bisection	**bigamous**	**bicentennial**
bimonthly	**biplane**	**biennial**
biweekly	**bimetallism**	**combination**

3. ca'do, ca'de re, ce'ce di, ca'sum, fall, happen

cadence, the falling of the voice.
accident, a happening without apparent cause.
incident (*in*, in or upon), a falling upon, an unimportant occurrence.
coincident (*co*, together), falling or happening together or at the same time.
decay (*de*, away from), to fall away from; to lose quality, to decompose.
decadent, falling away, declining, deterioration.
case, instance of a thing happening.
casual, falling or happening by chance.
cascade, a waterfall.
casualty, a happening or accident involving serious injury or loss of life.
deciduous, a variety of tree from which the leaves fall annually.
occasion, a happening or occurrence.
occident, the place of the falling sun, the west.
chance, what befalls, an undesigned occurrence.
mischance, an evil happening.

accidental	**coincidence**	**casually**
incidental	**decadence**	**occasional**

4. cae'do, cae'de re, ce ci'di, cae'sum, cut, kill

concise, cut short, brief.
decide (*de*, off), to cut off, to determine.
incision (*in*, into), a cutting into.
incisor, a tooth used for cutting.
precise (*pre* for *prae*, in front of), cut off in front, sharply or clearly defined.

fratricide (*frater*, brother), killing of one's brother.
homicide (*homo*, man).
infanticide (*infans*, infant).
matricide (*mater*, mother).
parricide (*pater*, father).
regicide (*rex, regis*, king).
suicide (*sui*, oneself).

conciseness	**decisive**	**homicidal**
decision	**incisive**	**precision**

5. ca'no, ca'ne re, ce'ci ni, can'tum, sing

chant, to sing.
cantata, a poem to be sung.
cant, originally probably the singing of religious mendicants; insincere use of words implying piety.
recant (*re*, back), to sing backward, to reverse the charm, to renounce, to revoke.
canto, a division of a song or poem.
canticle, a little song or hymn.
canorous, melodious, resonant.
chanty, a song a sailor sings while heaving.
incentive (*in*, intensive), that which sets up a tune, that which arouses or incites.
precentor (*pre*, before), a leader of a choir.
accent, a modulation of the voice.
enchant, to charm by singing or sorcery; to delight
chanticleer, a crowing cock.

recantation	**chanter**	**enchantment**

6. ca'pi o, ca'pe re, ce'pī, cap'tum, take, seize

capable, able to take, hence having ability.
captive, one taken or seized as a prisoner.
capacity, amount taken, holding-power.
accept, to take when offered, to consent to receive.

conceive (*con*, with, wholly), to take with the mind wholly, to imagine, to formulate.

deceive (*de*, away from), to take away from, to withhold the truth.

except (*ex*, out), to take out, to exclude.

perceive (*per*, through or thoroughly), to seize thoroughly with the mind, to understand.

prince (*primus*, first), one who takes first place.

principal (*primus*, first), taking first place, first in importance.

principle (*primus*, first), that which is fundamental, that from which something proceeds.

anticipate (*ante*, before), to take before the time, to forestall.

emancipate (*e*, out of, from; *manus*, the hand), to take from the hands of, to free, to release.

municipal (*municipium*, a free town), pertaining to the taking of civil offices, hence independent self-government.

participate (*pars*, *partis*, a part), to partake, to have a share in.

participle (*pars*, *partis*, a part), a word partaking of the nature of two parts of speech.

susceptible (*sus* for *sub*, under), ready to undertake, open to impression.

incapable	**deception**	**anticipation**
captivate	**exception**	**emancipation**
captor	**perception**	**municipality**
acceptance	**receptacle**	**participation**
conception	**reception**	**susceptibility**

7. ca′put, ca′pi tis, the head

capital, standing at the head; chief city; accumulated possessions.

capitol, official building in capital city, statehouse.

captain, head officer.

cattle, chief possessions in early times, similar in meaning to capital.

chattle, another form of the word cattle, and in the plural having originally much the same significance, a movable possession.

capitulate, to draw up terms of surrender under heads.

decapitate (*de*, off), to behead.

precipitate (*pre*, before), to throw down headlong.
precipice, a headlong descent.
biceps, see *bis*.

recapitulate	**decapitation**	**precipitous**

8. ce'do, ce'de re, ces'si, ces'sum, go, yield

cede, to yield, to grant.
accede (*ac* for *ad*, to), to give in to, to agree to.
concede (*con* for *cum*, wholly), to yield entirely, to allow, to grant.
exceed (*ex*, out), to go beyond, to excel.
precede (*prae*, before), to go before.
proceed (*prae*, forward, in front of), to go forward
procession, a body of persons going forward in an orderly manner.
recede (*re*, back), to go back.
secede (*se*, apart), to go apart, to withdraw.
succeed (*suc* for *sub*, under), to go under, to follow after; to prosper.
intercede (*inter*, between), to go between, to plead for one.
ancestor (*an* for *ante*, before), one who goes before, a forefather.
decease (*de*, from), to go or depart from life.
cession, that which is yielded or given up, especially land or rights.

antecedent	**concession**	**secession**
accession	**excess**	**successor**
accessible	**precedent**	**intercession**
accessory	**recessional**	**ancestry**

9. clau'do, clau'de re, clau'si, clau'sum, shut, close

conclude (*con*, together), to close together, to bring to an end.
exclude (*ex*, out), to shut out.
include (*in*, in), to shut in, to contain.
preclude (*pre*, in front of), to close in front, to shut out entirely.
seclude (*se*, apart), to shut apart.
recluse, one living in seclusion or retirement.
close, to shut; as a noun, an enclosure.
closet, a place closed in, a small room.

cloister, a place of religious seclusion.
clause, a part of a sentence set off by itself.

conclusion	**inclusion**	**enclosure**
exclusive	**seclusion**	**cloistered**

10. cur'ro, cur're re, cu cur'ri, cur'sum, run

current, passing from one to another; now in progress.
currency, that which passes from one to another, money.
recur (*re*, again), to go back in thought or speech, to happen again.
cursory, passing quickly, hurried.
excursion (*ex*, out), a going out, as a journey.
incur (*in*, upon), to bring on, to become liable for.
incursion, a running in upon, an invasion.
concur (*con*, with *or* together), to run with, to agree.
occur (*oc*, for *ob*, to), to run to meet, to happen.
precursor (*pre*, before), a forerunner.
intercourse (*inter*, between), a running between, communication.
concourse, a running together, an assembly.
succor (*sub*, under *or* up to), to run to give aid to, to help.
corridor, a passage running from one part of a building to another.
courier, a running messenger; a traveling attendant.
courser, a fleet, spirited horse.

recurrent	**excursionist**	**occurrence**
cursorily	**concurrence**	**discursive**

Review I

corridor	**currency**	**accent**
ancestor	**cloister**	**decapitate**
exclusive	**exception**	**secession**
casually	**enchant**	**emancipation**
suicidal	**biped**	**agitation**

11. di'co, di'ce re, di'xi, dic'tum, say, speak

dictate, to say or read words to be written; to give orders.
dictionary, originally a collection of sayings; a word-book.

dictum, a formal saying or pronouncement.
addict (*ad*, to), to devote oneself to a practice.
benediction (*bene*, well), the act of speaking well, a blessing.
contradict (*contra*, against), to speak against, to deny.
edict (*e*, forth), that which is spoken forth by one in authority; a command or proclamation.
indict (*in*, against), to speak against, to accuse.
interdict (*inter*, between), to pronounce judgment between two persons, to prohibit or restrain.
jurisdiction (*jus*, *juris*, law), lawful right to exercise official authority.
malediction (*male*, evil), evil speaking, a curse.
predict (*prae*, before), to foretell or prophesy.
valedictory (*vale*, farewell), a farewell speech or address.
verdict (*verus*, true), a thing truly said; the decision of a jury.
ditto, the aforesaid, the same.

dictator	**contradiction**	**prediction**
dictatorial	**indictment**	**valedictorian**

12. du'co, du'ce re, du'xi, duc'tum, lead

adduce (*ad*, to), to bring forward, to cite as proof.
conduce (*con*, with, together), to lead or tend to, to help toward.
deduce (*de*, down *or* from), to draw from, to infer.
educate (*e*, out), to lead out, to develop.
induce (*in*, towards), to lead toward, to prevail on, to bring about.
introduce (*intro*, in, into), to lead into, to bring into use; to make known.
produce (*pro*, forward), to lead or bring forward.
reduce (*re*, back), to lead back, to lower, to subdue.
seduce (*se*, apart), to lead astray, to entice.
superinduce (*super*, above *or* beyond), to lead beyond or give rise to additionally.
traduce (*tra* for *trans*, across), to lead across, to transfer, to misrepresent.
abduct (*ab*, from or away), to lead away, to kidnap.
aqueduct (*aqua*, water), an artificial channel for leading water.

viaduct (*via*, way), a way conducted across a series of arches for carrying a road or railway over a valley.
conduit, a channel or pipe for conveying liquids.
duke, originally a leader.
duchy, the territory of a reigning duke or duchess.
ducat, a gold coin probably named for Duke of Apula, 1140.
ductile, capable of being drawn into a wire.

conductor	**introduction**	**traducer**
education	**product**	**duchess**
inducement	**reducible**	**ductility**

13. fa'ci o, fa'ce re, fe'ci, fac'tum, do, make

facile, easily done, working easily.
facility, ease or readiness in doing.
factory, a place where things are made.
faculty, the power or ability to do.
facsimile (*similis*, like), made like, an exact copy.
factotum (*totum*, whole), doing the whole, a servant of all work.
fact, a thing known to have been done, or known to be true.
factor, one of the parts making up a number; one who does for another; that which helps to bring about a result.
faction, a number of persons combined to do some thing.
malefactor (*male*, evil), evildoer.
manufacture (*manus*, the hand), literally, to make by hand.
petrifaction (*petra*, a rock), the process of making into stone.
satisfaction (*satis*, enough), the doing enough, the gratification of desires or wishes.
suffice (*suf* for *sub*), to make up what is wanting, to be enough.
deficient (*de*, down or from), not done, lacking.
efficient (*ef* for *ex*, out), making or producing the desired effect.
difficult (*dif* for *dis*, apart), hard to do or to be done.
office, a place for doing, employment, duty.
officious, doing that which is not wanted, meddlesome.
proficient (*pro*, forward), making progress, well qualified, expert.
sacrifice (*sacer*, sacred), that which is made sacred or offered to a deity.

artifice (*ars, artis,* art), done by art, device, or skill.
affect (*af* for *ad,* for), to aim at or for; to pretend to have or feel; to move or touch.
defect (*de,* down or away from), that which is undone or wanting; a blemish.
effect, that which is obtained by making or doing, a result.
infect (*in,* in), to put in, to taint or corrupt.
perfect (*per,* thoroughly), thoroughly made, complete, whole, without blemish.
fashion, the make or form of a thing.
feat, a noteworthy deed or act.
feature, the make, the shape, the form.
feasible, that may be done, practicable.
counterfeit (*contra,* against), to make against, to make unlawfully, to imitate with intent to deceive.
forfeit (*foris,* outside, beyond), to lose by some misdoing.
surfeit (*sur* from *super,* above), to do above or beyond, to overfeed.

facilitate	**difficulty**	**effective**
petrify	**proficiency**	**imperfect**
dissatisfied	**sacrificial**	**forfeiture**
deficiency	**defective**	**sufficient**

14. fe'ro, fer're, tu'li, la'tum, bear, carry

fertile, bearing abundantly, fruitful.
confer (*con,* with or together), to take counsel with, to bestow.
defer (*de,* away), to put away or to put off, to postpone.
differ (*dif* for *dis,* apart), to bear apart, to be unlike.
offer (*of* for *ob,* near), to bring near, to lay before, to present.
prefer (*prae,* before, forward), to bring forward, to promote, to choose instead of.
proffer (*pro,* before), to bring before one for acceptance.
refer (*re,* back), to bear back; to relate; to make appeal.
suffer (*suf* for *sub,* under), to bear under; to endure; to permit.
transfer (*trans,* across), to bear across; to convey; to remove.
coniferous (*conus,* a cone), cone-bearing.

floriferous (*flos, floris,* a flower).
fructiferous (*fructus,* fruit).
pestiferous (*pestis,* pest, plague).
Lucifer (*lux, lucis,* light), light-bearing; the morning-star; Satan.
vociferous (*vox, vocis,* voice), bearing the voice afar, calling loudly.
ablative (*ab,* from), taking or carrying away; a case in Latin denoting source, agent or cause.
collate (*col* for *con,* with or together), to bring together, to compare.
dilate (*di,* apart), to bear or spread apart, to enlarge, to widen.
elate (*e,* out or up), to lift up, to stimulate, to exalt.
oblate (*ob,* towards), borne or pushed forward; flattened at the poles as a sphere.
prelate (*prae,* before), one set before or advanced, a church dignitary.
relate (*re,* back), to carry back, to describe, to tell.
superlative (*super,* beyond), carried beyond, extreme, superior.
translate (*trans,* across), to carry across, to convey, to render into another language.

fertilize	**offering**	**vociferate**
conference	**preference**	**dilation**
deferential	**referee**	**elation**
different	**sufferer**	**translator**

15. for'ma, for'mae, a form; for'mo, for ma're, form

conform (*con,* with, together), to form with or like, to make similar to.
deform (*de,* away), to put out of shape or proper form, to make ugly.
inform (*in,* into), to put into form, to tell, to impart knowledge.
informal (*in,* not), not according to due form.
reform (*re,* again), to form anew, to amend, to cure.
cruciform (*crux, crucis,* a cross).
cuneiform (*cuneus,* a wedge), wedge-shaped characters used in Persian and Assyrian inscriptions.
multiform (*multus,* many).

uniform (*unus*, one).
formula, a form or set of words to be used on a special occasion.

formless	**conformity**	**informant**
formal	**deformity**	**reformatory**
informality	**uniformity**	**transformation**
formalism	**information**	**conformable**

16. fran'go, fran'ge re, fre'gi, frac'tum, break

frangible, capable of being broken.
infringe (*in*, in), to break in upon, to violate.
fraction, a portion, a small piece.
fracture, a breaking, a breakage, a breach.
infraction (*in*, in), a breaking in, a violation.
refract (*re*, back), to bend back; to bend aside rays of light.
fragment, a piece broken off.
fragile, easily broken.
frail, weak, tender, perishable.
suffrage, the right of voting; perhaps originally meaning the broken piece of earthenware used as a ballot.

frangibility	**infringement**	**refraction**
infrangible	**fractional**	**fragmentary**

17. fun'do, fun'de re, fu'di, fu'sum, pour, melt

refund (*re*, again), to pour back, to repay.
found, to form by pouring into a mold.
confound (*con*, together), to pour together, to mix up, to perplex.
fuse, to melt with intense heat, to blend.
confuse (*con*, together), to melt together, to throw into disorder, to mix in the mind.
diffuse (*dif* for *dis*, apart), to pour around, to scatter, to spread.
effuse (*ef* for *e*, out or forth), to pour forth, to lack restraint.
infuse (*in*, into), to pour in, to instil, to steep.
refuse (*re*, back), to pour back, to reject, to deny a request.

suffuse (*suf* for *sub*, under), to pour under; to overspread or cover as with a liquid.

transfuse (*trans*, across), to pour from one vessel to another; to cause to flow from the veins of one person to another.

foundry	**confusion**	**infusion**
fusible	**diffusion**	**refusal**
fusion	**effusion**	**transfusion**

18. gig'no, gig'ne re, ge'nu i, ge'ni tum, beget, produce; **gens, gen'tis**, a clan or nation; **ge'nus, ge'ne ris**, a kind

genitive, a case in grammar giving the source.

genteel, formerly, belonging to a noble race; well-bred, graceful.

gentle, formerly, of high birth; docile, mild.

gentry, of good birth.

general (an adjective), relating to a genus or class, hence common, prevalent.

generate, to produce, to bring into existence.

degenerate (*de*, down or away), to lose the qualities proper to the race; to revert to lower type.

regenerate (*re*, again), to restore to former excellence, to renew.

generous, formerly, of noble birth; noble-minded, free in giving.

gender, kind or sex.

genuine, of true stock, original; hence real, natural.

genus, kind of things; a group of plants or animals having common characteristics.

congenital (*con*, with), belonging with or to one from birth.

progenitor (*pro*, before), a forefather or ancestor.

progeny (*pro*, forth), offspring, descendants.

primogenitor (*primus*, first), earliest ancestor.

gentility	**generation**	**regeneration**
gentleness	**degeneracy**	**generosity**

19. gra'di or, gra'di, gres'sus, walk, step, go

grade, a step in rank, a degree.

gradual, advancing by steps.

graduate, to mark out in steps or degrees; to attain a certain rank or academic degree.
degrade (*de*, down or away), to lower in rank, to debase morally.
retrograde (*retro*, back), to go back, to retreat, to decline.
aggress (*ag* for *ad*, to), to go to or toward, to attack.
congress (*con*, with or together), a coming together, a formal meeting.
digress (*di*, apart), to step aside, to go apart, to wander.
egress (*e*, out), a way out, the right of going out.
ingress (*in*, in), a way in, the right of entrance.
transgress (*trans*, beyond), to go beyond the bounds, to violate, to infringe.
degree, a step, a rank, a stage in scale or process.
ingredient, that which enters into a mixture.

gradation	**aggressive**	**progressive**
graduation	**congressional**	**retrogression**
degradation	**digression**	**transgressor**

20. **gra'tus**, thankful, pleasing; **gra'ti a, gra'ti ae**, favor, good will

grateful, full of thanks.
ingrate (*in*, not), one not thankful.
gratis, that which is given by favor, free.
gratuitous, got or given free, not earned; hence uncalled for, unwarranted.
gratify, to make thankful, to please, to show favor to.
congratulate (*con*, with), to express one's pleasure in another's happiness, to wish much joy.
ingratiate (*in*, into), to bring one's self into favor with.
agree, to be in favor of, to be in harmony with, to consent.
grace, favor, pleasing quality, attractiveness.
disgrace (*dis*, apart), lack of favor, downfall from position.

gratitude	**congratulation**	**disagreement**
ingratitude	**congratulatory**	**graceful**
gratuitously	**agreeable**	**graceless**
gratification	**disagree**	**disgraceful**

Review II

transfusion	**ductility**	**genuine**
benediction	**degradation**	**fertility**
fracture	**ungrateful**	**defective**
uniform	**fragile**	**translate**
facility	**degenerate**	**transgress**

21. ja'ci o, ja'ce re, je'ci, jac'tum, lay, throw, cast

abject (*ab*, from), cast from, miserable, degraded.
conjecture (*con*, together), to cast or throw together, to guess.
dejected (*de*, down), cast down, dispirited.
eject (*e*, out), to cast out, expel, emit.
inject (*in*, into), to throw into.
interject (*inter*, between), to throw between, to insert.
object (*ob*, against), to throw against, to oppose.
project (*pro*, forward), to throw forward, to extend.
projectile, missile thrown by a cannon.
reject (*re*, back), to throw back; to refuse.
subject (*sub*, under), to lay under the power of another, to subdue.
adjacent (*ad*, to, + *jacere*, to lie), lying near to.
ejaculate, to throw out words suddenly.
jet, a stream thrown into the air.
jetty, a projection, a kind of pier.

abjectly	**injection**	**rejection**
conjectural	**interjection**	**subjective**
dejection	**objective**	**ejaculation**

22. jun'go, jun'ge re, jun'xi, iunc'tum, join; ju'gum, ju'gi, a yoke

adjoin (*ad*, to), to join to.
conjoin (*con*, with), to join with, to combine.
disjoin (*dis*, apart), to separate.
enjoin (*en* for *in*, on), to join or lay a charge on, to prescribe.
rejoin (*re*, again), to join again, to make a reply.
subjoin (*sub*, under), to join on at the end, to annex.

juncture, a place where things join, an occasion where circumstances meet.
adjunct, that which is joined to.
conjunction, a union, a connection.
disjunction, a separation or disunion.
injunction, an enjoining, an authoritative order.
subjunctive, a mood in grammar used chiefly in clauses which are subordinate or subjoined to the main clause.
conjugal (*con,* together), relating to those joined in marriage.
conjugate, to bind together, to give various parts of a verb which are derived from the same root.
subjugate (*sub,* under), to bring under the yoke, to subdue.

junction	**disjunctive**	**subjugation**
rejoinder	**conjugation**	**conjunctive**

23. le'go, le'ge re, le'gi, lec'tum, read, gather, choose

legend, a collection of the lives of saints, a traditional story.
legible, easily read.
legion, a selected body of soldiers, in the Roman army 3000 to 6000 men.
elegant (*e,* out), chosen out, choice, graceful, refined.
sacrilege (*sacer,* sacred), the gathering or carrying away of sacred things, the robbing a temple, the violation of what is sacred.
eligible, fit to be chosen.
intelligent (*intel* for *inter,* between), the power to choose between, having understanding.
negligent (*neg,* not), not to gather or pick up, careless, disregardful.
lecture, a reading, a formal discourse.
collect (*col,* together), to gather together.
recollect (*re,* again), to collect again, to remember.
elect (*e,* out), to choose out, to select by vote.
select (*se,* apart), to choose by rejecting or excluding.
intellect (*inter,* between), faculty of choosing between, discernment.

legendary	**ineligible**	**recollection**
illegible	**intelligently**	**elective**
elegance	**negligence**	**selection**

24. lo'quor, lo'qui, lo cu'tus, talk, speak

loquacious, talkative, chattering.
colloquy (*col*, together), speaking together, conversation.
colloquial, belonging to familiar speech, not formal or elevated language.
eloquent (*e*, out), speaking out, fluent, apt in the use of language.
magniloquent (*magnus*, great), pompous in language, boastful.
obloquy (*ob*, against), speech against, abuse, vilification.
soliloquy (*solus*, alone), a speaking to oneself.
ventriloquist (*venter*, stomach), one whose voice appears to come from some other source than the throat of speaker.
locution, style of speech.
locutory, parlor or conversation-room in a monastery.
elocution (*e*, out), style or art of oral delivery.
circumlocution (*circum*, around), roundabout expression, use of many words.

loquacity	**eloquence**	**soliloquize**
colloquialism	**magniloquence**	**elocutionist**

25. ma'nus, the hand

manacle, a handcuff, a fetter.
manipulate, to handle skillfully.
manual, done by the hand; (noun), a hand-book; keyboard, as of an organ, played with the hands.
manufacture (*facere*, to make).
manumit (*mittere*, to send), to send from one's hand; to give freedom to.
manuscript (*scribere*, to write), that which is written by the hand.
amanuensis, one who writes from dictation.
emancipate (*e*, from; *capere*, to take), to take from the hand of, to free.
manage, to control by hand, to govern, to direct.
maneuver (*opus*, Fr. *oeuvre*, work), to work by hand, to force or drive by contrivance.
maintain (*tenere*, to hold), to hold by the hand, to aid or support another.
manner, mode of handling or doing.

manipulation	**emancipator**	**maintenance**
manufactory	**management**	**mannerly**
manumission	**manager**	**mannerism**

26. me'di us, the middle

medieval (*aevum*, an age), pertaining to the Middle Ages.
mediate, to form a connecting link between, to reconcile two persons or parties.
medial, situated in the middle.
mediocre, of middling quality, neither good nor bad.
Mediterranean (*terra*, land), a sea in the middle of the land.
medium, between extremes, middle quality.
immediate (*im*, not), nothing intervening or between; direct.
intermediate (*inter*, between), coming between two things.
meridian (*dies*, day), pertaining to mid-day.
antemeridian (*ante*, before).
postmeridian (*post*, after).

medievalism	**mediator**	**immediately**
mediation	**mediocrity**	**intermediary**

27. mi'nu o, mi nu'e re, mi'nu i, mi nu'tum, lessen; mi'nor, less; min'i mus, least

minute, very small, slight.
minutia, precise or trivial detail.
minuend, a number to be diminished.
minuet, a dance with short steps.
miniature, on a small scale; a painting of small dimensions and delicate workmanship.
diminish, to lessen.
diminutive, small.
minor, lesser, inferior; a person under age.
minority, under age; less than a majority.
minus, less.
minimum, least amount attainable.
minimize, to reduce to the smallest amount or degree.

28. mit'to, mit'te re, mi'si, mis'sum, send, cast, let go

admit (*ad,* to), to allow to enter.
commit (*com,* with), to send with, to entrust to.
emit (*e,* out or forth), to send forth, or to give out.
intermit (*inter, between*), to send between, to interrupt.
manumit (see *manus*).
omit (*o* has but little force), to let go, to leave out.
permit (*per,* through), to let go through, to grant leave to.
pretermit (*praeter,* beyond), to allow to go past, to omit for a time.
remit (*re,* back), to send back; to pardon.
submit (*sub,* under), to go under, to yield to.
transmit (*trans,* across), to send across, to pass on.
mission, an errand on which a person is sent.
missile, something thrown or cast as a weapon.
commissary, a person in charge of something; an officer charged with the supply of food for soldiers.
promise (*pro,* forth), to send or put forth, to afford expectation of, to hold good.
demise (*de,* apart), sent apart, a conveyance by will; death.
surmise (*sur* for *super,* over), to conjecture upon slight evidence, to guess.

admittance	**admission**	**remission**
committee	**manumission**	**submissive**
intermittent	**omission**	**transmission**
remittance	**permission**	**missionary**

29. mo've o, mo ve're, mo'vi, mo'tum, move

motive, moving or impelling power.
motor, that which imparts motion.
commotion (*com,* completely), a violent movement, disturbance.
emotion, agitation of the mind.
promote (*pro,* forward), to move forward, to advance.
remote (*re,* back), moved back, far removed, distant.
momentum, the quantity of motion of a moving body.
mobile, easily moved.

mobilize, to render movable, to put into circulation.
automobile (Gr. *autos*, self), a self-moving vehicle.

movement	**motionless**	**emotional**
immovable	**motorist**	**mobility**
removable	**promotion**	**remoteness**

30. no'men, no'mi nis, a name

nominate, to call by name, to propose for election.
nomenclature (*calare*, to call), a system of names for things.
cognomen (*cog* for *co*, with), name held in common with one's parent, surname.
nominal, existing in name only, not actual.
denominator (*de*, down), the number below the line in a common fraction which gives the fraction its name.
ignominy (*ig*, not), that which disgraces or dishonors the name.
noun, a word used as the name of a person or thing.
pronoun (*pro*, for, instead of), a word used instead of a noun or name.
misnomer (*mis*, badly), a name wrongly applied.
nom de plume (*plume*, feather, pen), literally pen name, a name assumed for writing purposes.

nomination	**nominally**	**ignominious**
nominee	**denomination**	**pronominal**

Review III

intermediate	**juncture**	**adjoin**
eject	**eligible**	**soliloquy**
manager	**diminish**	**transmit**
immovable	**projectile**	**mobilize**
ignominy	**mediocre**	**denominator**

31. nos'co, nos'ce re, no'vi, no'tum, know

note, a mark whereby a thing is known, an outward sign.
notify, to make known.
notice, information, observation.

notion, a thing known, an idea, opinion or theory.
notorious, unfavorably known.
noble, well known, illustrious, of lofty character.
ennoble, to make illustrious or noble.
ignoble (*in*, not), not noble, mean, base.
cognition (*con*, together), act or faculty of knowing.
cognizance, knowledge, being aware of.
connoisseur (*con*, fully), one who knows fully, a critical judge in matters of taste.
incognito (*in*, not), unknown, concealed under a disguised character.
recognize (*re*, again), to know again, to identify as known before.
reconnoitre, to recognize, to survey, to take a precise view from a military standpoint.
ignore (*in*, not), not to know, to refuse to take notice of.
ignorant, lacking knowledge, uninformed.
ignoramus, literally, we do not know; an ignorant person.

notable	**notoriety**	**ignobly**
notification	**nobleness**	**recognition**
noticeable	**nobility**	**ignorance**

32. pars, par'tis, a part or share

partisan, an adherent of a party.
parcel, a small part or share, a small package.
parse, to divide a sentence into parts in order to describe them.
partition, a division into parts; that which divides into parts.
partake, to take a part of, to share.
participate (*capere*, to take), to take part.
participle, a word which partakes of the nature of a verb and some other word.
particle (*cle*, little), a small part.
partial, forming only a part; favoring a part or an individual.
partner, one who has a part or one who shares with another.
particular, relating to one part or individual as distinguished from others; special.
apartment, a suite of rooms forming a part of a house.

compartment, a division separated by partitions.
portion, a part.
proportion, relation of parts.

partly	**departure**	**impartial**
nonpartisan	**participation**	**proportional**

33. **pa'ter, pa'tris**, a father; **pa'tri a**, one's fatherland

paternoster (*noster*, our), our father, the Lord's Prayer.
paternal, fatherly.
paternity, fatherhood.
patrician, in Rome a descendant of a senator, an aristocrat.
patrimony, property inherited from one's father, a heritage.
patron, one who takes the place of a father, a protector; a customer.
patronize, to act as a patron towards, to support.
patter, to repeat prayers mechanically (from paternoster); to talk glibly.
patriot, one who loves his fatherland.
compatriot (*com*, together with), one having the same fatherland.
expatriate (*ex*, out), to banish from one's fatherland.

paternally	**unpatriotic**	**expatriation**

34. **pen'do, pen'de re, pe pen'di, pen'sum**, weigh out, pay out

compendious (*com*, with), weighed together, brief, comprehensive.
expend (*ex*, out), to pay out.
expense, amount paid out.
expensive, much paid out for, costly.
pension, a stated allowance usually paid by the government.
compensate (*com*, with), to reckon or weigh one thing with another, to counterbalance, to reward suitably.
dispense (*dis*, apart), to weigh out, to distribute.
dispensable, capable of being given out, capable of being done without, not necessary.
dispensary, a charitable institution where medicines are given out.
recompense (*re*, again), to pay again, to reward.

compendium, an abridgment, summary or abstract.
pensive, weighing one's thoughts, considering, thoughtful.
pansy, the flower of thought or remembrance.
stipend (*stips*, a small coin), small coin weighed out; hence a stated salary or allowance.

expenditure	**compensation**	**indispensable**
expensively	**pensioner**	**pensively**

35. pes, pe'dis, a foot

pedal, foot lever in various machines and instruments.
pedestrian, one who goes on foot.
expedite (*ex*, out), to free the foot, to make ready, to hasten.
expedition, a warlike enterprise; originally a journey on foot.
expedient, that which is advantageous or easy rather than just.
impede (*im*, in), to entangle the foot, to obstruct.
pedestal, the foot or base of a pillar, a foundation.
pedicle, the footstalk by which a fruit or flower is joined to the stem.
pedometer (*meter*, measure), instrument for measuring distance traveled by foot.
pedigree, literally foot of a crane, so named from three-line mark denoting succession or descent.
biped (*bis*, two).
quadruped (*quadru*, four).

expeditiously	**expeditionary**	**impediment**

36. pli'co, pli ca're, pli ca'vi, pli ca'tum, fold, bend, turn

duplex (*duo*, two), twofold, of two elements.
multiplex (*multi*, many), manifold, of many elements.
simplex (*sim*, one), onefold, not complicated.
triplex (*tri*, three), threefold, in three parts.
complicate (*com*, together), to fold with, to mix up.
duplicate, to double, to multiply by two.
explicate (*ex*, out), to unfold, to develop a notion.
implicate (*im*, in), to fold in, to involve, to entangle.
replicate (*re*, back), to fold back on itself, to repeat.

supplicate (*sub*, under), to bend under or down, to entreat.
ply, to fold, to bend, to work vigorously; a fold or layer of cloth.
apply (*ad*, to), to fold or lay to, to make use of, to address oneself to.
multiply, to fold many times, to increase in number.
supple, easily bent, flexible.

application	**implication**	**simplicity**
duplication	**multiplicity**	**suppliant**
explicitness	**replication**	**suppleness**

37. po'no, po'ne re, po'su i, po'si tum, place, put

component (*com*, together), placed together, forming the whole.
deponent (*de*, down), placed or set down; one who gives written testimony in court.
exponent (*ex*, out), that which or one who sets forth or interprets; in mathematics a letter or number set above to indicate the power.
opponent (*op*, against), one set against another, an antagonist.
postpone (*post*, after), to place after, to defer.
position, place, attitude, rank, status.
positive, placed, settled, certain.
apposite (*ap* for *ad*, to), well placed, appropriate.
composite (*com*, together), made up of various parts placed together.
deposit (*de*, down or away), to place down or away.
disposition (*dis*, apart); setting apart, arrangement, plan, inclination.
exposition (*ex*, out), a placing out or setting forth, an explanation or commentary.
imposition (*im*, on), a placing or laying on; a tax or duty.
interposition (*inter*, between), a placing between, an interference.
opposite (*op* for *ob*, against), placed against, facing; hostile.
proposition (*pro*, forth), something proposed or set forth for consideration.
preposition (*pre*, before), a part of speech placed before a noun or pronoun to show its relation.
transposition (*trans*, across or beyond), a placing across or beyond, a change in order.

postponement	**depository**	**opposition**
positively	**expositor**	**prepositional**

38. por'to, por ta're, por ta'vi, por ta'tum, carry, bear

port, carriage of the body.
portage, carrying of boats or goods between lakes or rivers.
export (*ex*, out), to carry or send out goods to another country.
import (*im* for *in*), to carry or bring goods into a country.
report (*re*, back), to carry or bring back an account of, as news.
deportment, manner of carrying oneself, bearing, demeanor.
important, carrying great weight or consequence.
purport, meaning or sense carried or implied by a document or speech.
support (*sub*, under), to carry a part of the weight of, to bear up.
transport (*trans*, across), to carry across, to convey.
portfolio (*folio*, a leaf), a case for carrying loose leaves of paper.
disport (*dis*, apart), to carry away oneself from work.
sport, a contraction of disport.

portable	**importation**	**reporter**
porter	**importance**	**insupportable**
exporter	**report**	**sportsmanship**

39. pre hen'do, pre hen'de re, pre hen'di, pre hen'sum, learn, teach, seize

apprehend (*ap* for *ad*, to), to seize, to lay hold of; to fear.
comprehend (*com*, with), to grasp mentally, to understand.
reprehend (*re*, back), to hold back, to check; to blame.
prehensile, capable of grasping, said of a tail or limb.
apprentice, a learner of a trade.
apprise, to teach, to inform.
comprise, to include, to consist of, to comprehend.
enterprise, readiness to seize or take hold; an undertaking.
impregnable (*im*, not), not to be seized, proof against attack.
prison, place where one seized is confined.
prize, that which is seized from an enemy; a reward.
reprieve (*re*, back), to take back, to delay or suspend execution.

reprisal, forcible seizure of foreign subjects in retaliation.
surprise (*sur* for *super*, above, upon), a seizing unawares.

apprehensive	**apprenticeship**	**enterprising**
comprehension	**impregnability**	**prisoner**

40. pri'mus, first; **pri'or**, former

prime, first, first quality.
primate, the first or highest in the Church, an archbishop.
primates, the first or highest order of mammals.
primeval (*aevum*, an age), of the first age of the world, ancient.
primitive, early, ancient.
primogenitor (*gignere*, to bring forth), earliest ancestor.
primordial (*ordiri*, begin), existing at or from the beginning.
primrose, first rose, an early spring flower.
prince (*capere*, to take), one taking first place, chief, son of a king.
principal, first in rank or importance.
principle, that which is fundamental, that from which something proceeds.
premier, first in position, order or time; prime minister.
prior, first or head officer of a religious house; first in order of time.
priority, state of being first in order of time or condition.
pristine, pertaining to the earliest state or time.

primary	**primogeniture**	**principality**
primer	**princess**	**priory**

REVIEW IV

depositor	**ignorant**	**apprentice**
surprise	**participant**	**unprincipled**
transportation	**expensive**	**expatriate**
multiplier	**impediment**	**duplicator**
pension	**postpone**	**priority**

41. re'go, re'ge re, re'xi, rec'tum, rule, direct, make straight

regent, a ruler, one acting in place of a monarch.
regimen, a rule of diet; a system of government.

regiment, a body of soldiers commanded by a colonel.
region, originally a division of a city or district ruled over; an extent of territory.
rector, one who directs the affairs of a parish.
correct (*cor* for *con*, thoroughly), to make straight, to put right.
direct, to rule or control.
erect (*e*, out or up), upright, straight, not stooping.
regular, according to rule.
regulate, to control by rule.

regency	**corrective**	**director**
regimental	**incorrect**	**erection**
rectory	**direction**	**irregular**

42. rum'po, rum'pe re, ru'pi, rup'tum, break, destroy

rupture, to part violently.
abrupt (*ab*, off, apart), broken off, short.
bankrupt (early It. *banca rotta*, broken bank), unable to pay one's debts.
corrupt (*cor* for *con*, wholly), wholly broken or destroyed; debased, defiled, decomposed.
disrupt (*dis*, apart), to break apart, to burst asunder.
eruption (*e*, out), a breaking out.
interrupt (*inter*, between), to break in between, to destroy the continuity of.
irruption (*ir* for *in*, upon), a bursting in upon, an invasion.
route, a way broken or cut through a forest, a road.
routine, a following of a route or way, a regular course of procedure.

abruptness	**corruptible**	**interruption**
bankruptcy	**eruption**	**irruptive**

43. scri'bo, scri'be re, scrip'si, scrip'tum, write

scribe, one who writes.
scribble, to write carelessly.
script, handwriting, as opposed to print.
ascribe (*as* for *ad*, to), to write down to one's account, to attribute to.

circumscribe (*circum*, around), to draw a line around, to restrict, to limit.
describe (*de*, down), to write down, to set forth in words, to mark out.
inscribe (*in*, upon), to write upon, to imprint deeply.
prescribe (*pre*, before), to set before in writing, to lay down or impose authoritatively.
proscribe (*pro*, forth, publicly), to write publicly, to publish the name in condemnation.
subscribe (*sub*, under), to write underneath, to sign one's name to.
superscribe (*super*, above), to write above or without.
transcribe (*trans*, across), to write across, to copy in writing.
scrip, a piece of writing; a provisional certificate.
scripture, the writings of any people; the Bible.
conscript (*con*, together), to write down together; a recruit enrolled by lot.
manuscript (*manus*, the hand), that which is written by hand, not printed.
nondescript (*non*, not), not easily described, neither one thing nor another.
postscript (*post*, after), a part written after the completion of a letter.
rescript (*re*, back), an answer given in writing, an official announcement.

description	**prescription**	**scriptural**
inscription	**subscription**	**superscription**

44. se'co, se ca're, se'cu i, sec'tum, cut

secant, a line which cuts another.
dissect (*dis*, apart), to cut in pieces, to analyze.
insect (*in*, into), an animal whose body is divided into segments.
intersect (*inter*, between), to cut between, to cross.
vivisect (*vivus*, living), to dissect while living.
scion, a shoot of a plant cut for grafting; a descendant.
segment, a part cut off.
sickle, an implement for cutting.

section	**dissection**	**intersection**
bisection	**insectivorous**	**trisect**

45. se'de o, se de're, se'di, ses'sum, sit

sedentary, sitting much, inactive.
sediment, matter that settles to the bottom of a liquid.
supersede (*super*, above), originally to sit upon, to preside over; to come in place of, to set aside.
assiduous (*ad*, to), sitting down to, giving close attention to, persevering.
insidious (*in*, in), sitting in wait, proceeding craftily, treacherous.
preside (*pre*, before), to sit before, to occupy the chair of authority.
reside (*re*, back, behind), to remain behind, to stay, to dwell permanently.
residue, part left behind, remainder.
residuary, pertaining to the residue of the estate.
residuum, substance left after evaporation or combustion.
subside (*sub*, under), to settle down, to cease from activity.
assess (*ad*, to, near), originally to sit beside another to help in judging; to fix the amount of taxes.
possess (*pos* for *port*, near, beside), to remain near, to hold as property, to own.
see, the seat of a bishop, the territory over which he presides, a diocese.
assize, a sitting or session of a court of justice.

assiduity	**presidential**	**assessment**
insidiousness	**residence**	**assessor**
president	**session**	**possessive**

46. sen'ti o, sen ti're, sen'si, sen'sum, perceive, feel, think

scent, that which is perceived by the sense of smell.
sentence, an expression of thought in words.
sententious, full of thought, pithy, terse.
sentient, having the power to perceive through the senses.
sentiment, a mental feeling based on emotion.
assent (*ad*, to), to think in the same way, to agree to.

consent (*con*, with or together), to think or feel with, to comply.
dissent (*dis*, apart), to think differently, to disagree.
resent (*re*, again), originally to feel again; to retain bitter feelings.
presentiment (*pre*, before), a perceiving beforehand, a foreboding.
sense, the faculty by which objects are perceived.
sensibility, the capacity to feel.
sensitive, responding readily to that which is felt or perceived.
sensual, depending upon physical feelings for pleasure.
sensuous, affecting the senses.
consensus (*con*, together), the feeling of the majority, agreement.
nonsense (*non*, not), lacking in sense.

sentimental	**dissenter**	**sensitiveness**
resentment	**insensible**	**nonsensical**

47. se'quor, se'qui, se cu'tus, follow

sequence, following or coming after, succession.
sequel, that which follows after.
consequent (*con*, together), following as a result.
obsequies (*ob*, near), literally, followings; funeral rites.
obsequious (*ob*, near), following close after, fawning, compliant.
subsequent (*sub*, under), following, later in time.
second, following the first.
consecutive, following in order.
persecute (*per*, continually, to destruction), to follow with annoyance, to harass.
prosecute, to follow up, to institute legal proceedings against.
execute (*ex*, out), to follow out the will of another.
executioner, one who inflicts punishment as decreed by law.
sue, to follow with a petition.
suitor, one who follows after; one who sues.
suite, a train of followers; set of things belonging together.

consequence	**consecutively**	**executor**
obsequiousness	**persecution**	**executrix**
subsequently	**prosecutor**	**pursuit**
secondary	**executive**	**pursuant**

48. sis'to, sis'te re, sti'ti, sta'tum, cause to stand, stand

assist (*ad,* to), to stand by, to help.
consist (*con,* with), to stand with, to be composed of.
consistent, standing with, agreeing with, compatible.
desist (*de,* away), to stand away from, to leave off, to cease.
exist (*ex,* out or forth), to stand forth, to continue to be, to live.
coexist (*co,* with, together), to exist together or at the same time.
pre-exist (*pre,* before), to exist previously.
insist (*in,* upon), to stand upon, to urge firmly.
persist (*per,* very, completely), to stand firmly or obstinately.
resist (*re,* back), to withstand, to oppose.
subsist (*sub,* used with but little force), to cause to stand, to support, to live.
superstition (*super,* above, over), originally, perhaps, standing over in awe; an excessive belief in the unknown.
armistice (*arma,* arms, weapons), a standing still of arms, a cessation of hostilities.
solstice (*sol,* the sun), an apparent standing still of the sun.

assistant	**coexistent**	**irresistible**
existence	**insistently**	**superstitious**

49. spe'ci o, spe'ce re, spe'xi, peer, look at, see, observe

auspices (*avis,* a bird), the observation of birds for purpose of taking omens, a prosperous lead; patronage.
auspicious (*avis,* a bird), of good omen, favorable.
conspicuous (*con,* thoroughly), clearly seen, striking to the eye.
despicable (*de,* down), deserving to be looked down upon, vile, contemptible.
perspicacious (*per,* through), having the ability to see through.
perspicuous, clearly seen through, easily understood, well expressed.
suspicion (*sus* for *sub,* under), feeling of one who looks under, distrust, conjecture.
especial, worthy of note, exceptional, pre-eminent.
espy, to look, to discover.

spy, shortened form of espy; one who looks or observes secretly.
espionage, practice of using spies.
frontispiece, illustration facing the title page of a book.
aspect, way of looking, appearance, view.
circumspect (*circum*, around), looking around, taking everything into account, wise, cautious.
expect (*ex*, out), to look forward to.
inspect (*in*, in), to look into, to examine.
perspective, relating to the science of vision.
prospect (*pro*, before, forward), that which is seen before, or looked forward to; a view.
prospectus, a circular announcing a forthcoming enterprise.
retrospect (*retro*, back), that which is looked back upon, the past.
respect (*re*, used intensively), to look at, to regard, to esteem.
introspective (*intro*, within), looking within, examining one's own thoughts and feelings.
suspect (*sus* for *sub*, under), to look under, to distrust, to doubt.
specie, gold or silver coin, perhaps from the idea of visible money as opposed to bank notes or representative money.
species, a group of individuals resembling each other in some particular.
specious, of good appearance, fair on the surface, deceptive.
specimen, something shown by way of example.
spectacle, an object of sight, a public show.
specter, a ghost, an image appealing to the sight only.
speculate, to look into, to examine, to ponder.

inauspicious	**circumspection**	**retrospectively**
conspicuously	**expectant**	**spectacular**
perspicacity	**inspector**	**spectator**
suspicious	**prospective**	**spectral**
especially	**respectably**	**speculation**

50. sto, sta're, ste'ti, sta'tum, stand

circumstance (*circum*, around), that which stands around.
constant (*con*, with), standing with, faithful, unmoved.
distant (*di*, apart), standing apart.

extant (*ex*, out), standing forth, still existing.
instant (*in*, upon, near), standing near, urgent, immediate.
substance (*sub*, beneath), standing beneath, essential part, reality.
substantiate, to give good grounds for, to prove the truth of.
transubstantiate (*trans*, across), to change from one substance to another, as in the Eucharist.
state, standing, condition, rank.
static, concerned with bodies at rest or forces in equilibrium.
status, social standing, standing as fixed by law.
station, a standing, a post, an assigned place.
stationer, originally one who sold books, etc., at a fixed stand.
statue, a standing image, a sculptured or molded figure.
stature, height with reference to standing position.
statute, a fixed law, one intended to stand or be permanent.
obstacle (*ob*, against), that which stands in the way of, a hindrance.
obstinate (*ob*, before, against), standing against, stubborn, unyielding.
constitute (*con*, together; *statum* becomes *stitum* in compounds), to cause to stand together, to frame, to form.
destitute (*de*, off, away from), standing away from, left alone, forsaken.
institute, to set up, to establish, to erect, to found.
restitution (*re*, again), the act of placing back again, to restore to the rightful owner.
substitute (*sub*, under, in place of), to stand or put in place of another.

constancy	**statuesque**	**institutional**
distance	**statuette**	**substitution**
instantaneous	**statutory**	**instability**
substantial	**constitution**	**establishment**
stationary	**destitution**	**obstinacy**

Review V

obstacle	**interrupt**	**statue**
presidency	**describe**	**intersect**
armistice	**presentiment**	**assistant**
correction	**executor**	**director**
eruption	**suspect**	**statue**

51. strin'go, strin'ge re, strin'xi, stric'tum, bind, draw tight

stringent, drawn tight, precise, hampered by necessity.
astringent, having the power to contract or draw together the soft, organic tissues; binding, severe.
strict, tense, severe, admitting no laxity.
stricture, censure, severe criticism.
district, an outlined or defined portion of the country.
restrict (*re,* back), to draw back, to confine, to limit, to bind.
constrict (*con,* together), to draw together, to contract, to compress.
strain, to stretch tightly, to make taut; to filter.
constrain, to bring about by force, to compel, to imprison.
restrain (*re,* back), to keep back, to check, to repress.

stringency	**unrestricted**	**constraint**
strictly	**constriction**	**restraint**

52. tan'go, tan'ge re, te'ti gi, tac'tum, touch, reach, handle

tangent, a straight line which touches a circle or a curve.
tangible, perceptible by touch, definite.
tact, delicate touch or handling, peculiar skill.
tactile, pertaining to the sense of touch.
contact (*con,* together), a close touching.
intact (*in,* not), not touched, entire, unimpaired.
attain (*at* for *ad,* to), to reach to, to gain.
contiguous, touching, adjoining.
integer (*in,* not), untouched, whole, entire.
disintegrate (*dis,* apart), to fall apart, to lose cohesion.
integrity, wholeness, soundness of character.
contingent, touching, relating to, dependent upon.
contagion, communication of disease by touch or contact.

tangibility	**attainable**	**disintegration**
tactful	**contiguity**	**contagious**

53. ten'do, ten'de re, te ten'di, ten'tum or **ten'sum,** stretch, strive, try

tend, to stretch toward, to aim at, to incline.
tent, stretched canvas used as shelter.

attend (*at* for *ad*, towards), to stretch towards, to give heed to, to wait upon.
contend (*con*, wholly), to strive fully, to fight.
distend (*dis*, apart), to stretch apart, to swell.
extend (*ex*, out), to stretch out.
intend (*in*, towards), to stretch or direct the mind towards, to purpose.
pretend (*pre*, before), to stretch before, to hold out as an excuse.
portend (*por* for *pro*, forth), to stretch forth, to foretell, to predict.
tendon, a strong, hard cord stretching from a muscle to a bone.
tense, stretched tight, strained.
intense, stretched to a high degree, violent, vehement.
ostensible (*ob*, before), stretched out before, put forward to conceal the real.

tendency	**attention**	**extensive**
tension	**inattentive**	**portentous**
intensive	**contention**	**ostentation**

54. te'ne o, te ne're, te'nu i, ten'tum, hold

tenable, that which can be held or maintained against attack.
tenant, one who holds property under a landlord.
tenement, a piece of land held by an owner; a dwelling inhabited by a tenant.
lieutenant (*lieu*, place), one who holds another's place; officer below captain.
tenacious, holding fast.
tenet, a principle held or maintained by a body of persons.
tenure, right or title by which property is held; period of holding.
content (*con*, together), what is held together or contained.
detention (*de*, from, away), holding away from, preventing.
maintenance (*manus*, hand), holding in the hand, upholding, support.
sustenance (*sub*, under), that which holds up or nourishes.
retention (*re*, back), holding back.

tenantry	**contents**	**retentive**
tenacity	**maintenance**	**sustenance**

55. tra'ho, tra'he re, tra'xi, trac'tum, draw

tract, a drawing out, a region of indefinite extent.
tractable, easily drawn, manageable, docile.
traction, drawing of a body along a surface by electricity or steam.
abstract (*ab,* from), to draw away from, to separate, to summarize.
attract (*at* for *ad,* to), to draw to or towards, to lure.
contract (*con,* together), to draw together, to make smaller; to form an agreement.
detract (*de,* away), to draw away from, to take from one's credit or fame.
distract (*dis,* apart), to draw in different directions, to divert.
extract (*ex,* out), to draw out.
protract (*pro,* forth), to prolong, to lengthen.
retract (*re,* back), to draw back, to revoke.
subtract (*sub,* under), to draw from underneath, to take from that which is greater.
trace, the line or mark made by drawing.
trail, the part drawn behind or in the wake of a thing.
trait, a line, a touch, a distinguishing feature.
train, that which is drawn behind, body of followers, retinue.
portray (*por* for *pro,* forward), to draw forward, to make a likeness of a person.

tractability	**detraction**	**subtrahend**
abstraction	**distraction**	**tracery**
attractive	**extraction**	**trailer**
contraction	**retraction**	**portraiture**

56. ve'ni o, ve ni're, ve'ni, ven'tum, come

convene (*con,* together), to come together.
intervene (*inter,* between), to come between, to occur in the meanwhile.
supervene (*super,* upon), to come upon, to occur as an interruption.
contravene (*contra,* against), to come against, to oppose, to infringe.
advent (*ad,* to), the coming to, any important arrival.
adventure, a daring to come or go, daring enterprise, risk.
adventitious, coming from without, accidental, casual.
circumvent (*circum,* around), to come around, to entrap, to outwit.

convent, a religious community living together or building occupied by it.
convention, an assembly or meeting.
event (*e*, out), outcome, result.
invent (*in*, upon), to come upon, to originate, to devise.
prevent (*pre*, before), to come before, to forestall, to hinder.
convenient, coming together, suitable, not troublesome.
revenue (*re*, back), that which comes back or is returned to one; an income.

adventuress	**inventor**	**prevention**
circumvention	**intervention**	**convenience**
eventful	**preventible**	**conveniently**

57. ver'to, ver'te re, ver'ti, ver'sum, turn

vertex, originally the turning point of the stars; highest point, angular point of geometrical figure.
vortex (a variation of vertex), a turning or whirling motion or mass.
vertigo, condition in which a patient feels as if surrounding objects were turning around, giddiness.
advert (*ad*, to), to turn to, to refer to.
advertise, to turn attention to, to make generally known.
avert (*a*, away from), to turn from, to ward off.
convert (*con*, wholly), to cause to turn wholly, to change.
controvert (*contro*, opposed), to turn against, to dispute.
divert (*di*, apart), to turn aside, to deflect, to amuse.
invert (*in*, in), to turn upside down.
pervert (*per*, completely), to turn completely, to lead astray.
revert (*re*, back), to turn back, to go back to former state.
subvert (*sub*, under), to turn under, to overthrow, to corrupt.
adversary, one turned against or opposed to another, an enemy.
averse (*a*, away from), turned from, unwilling, disinclined.
converse (*con*, with), to keep company with, to talk with.
obverse (*ob*, towards), the side turned towards one, front, face.
perverse, turned aside from the right, wicked.
verse, a turning, a row, a line of poetry.

version, a turning into another language or form of expression.
versus, turned against.
versatile, turning easily from one form of expression to another.

advertiser	**diversity**	**aversion**
conversion	**inversion**	**conversation**
controversy	**perversion**	**perverseness**
diversion	**reversion**	**versatility**

58. vi'de o, vi de're, vi'di, vi'sum, see

evident (*e*, out, clearly), clearly seen.
provide (*pro*, before), to see ahead or before, to make ready beforehand.
providence, foresight; beneficent care of God or nature.
visible, that which can be seen.
visual, concerned with seeing or sight.
vision, sight; something seen in a trance or dream.
revise (*re*, again), to look over again, to reconsider.
supervise (*super*, over), to oversee, to direct with authority.
visit, to go to see.
vista, a long narrow view or prospect.
view, to see, to inspect.
review (*re*, again), to look over again, to look back over.
visage, the look, the countenance, the face.

evidently	**visionary**	**revision**
evidence	**visualize**	**supervisor**
improvident	**advisable**	**visitor**
invisible	**provisional**	**visitation**

59. vo'co, vo ca're, vo ca'vi, vo ca'tum, call

vocation, calling, occupation.
avocation (*a*, away), that which calls away from one's regular occupation, a distraction, minor occupation.
advocate (*ad*, to), one called to the bar, one who pleads for another.
equivocate (*aequus*, equal), to call equally, to use words with a double meaning, to prevaricate.

convoke (*con,* together), to call together.
invoke (*in,* on), to call upon, to appeal to.
provoke (*pro,* forth), to call forth, to arouse, to excite.
revoke (*re,* back), to recall, to repeal.
vocable, a word or term.
vocabulary, a collection of words.

vocational	**equivocation**	**revocation**
advocacy	**invocation**	**irrevocable**
convocation	**provocative**	**vociferation**

60. vol'vo, vol've re, vol'vi, vo lu'tum, roll

circumvolve (*circum,* around), to roll around, to coil.
convolve (*con,* together), to roll or twist together.
devolve (*de,* down or upon), to roll or descend upon, to be transferred to.
evolve (*e,* out), to unroll, to unfold, to develop by natural process.
involve (*in,* in), to wind spirally, to entangle, to implicate.
revolve (*re,* again), to roll again or along, to turn round a center.
revolt, a turning away from, a casting off of allegiance, a feeling of disgust or loathing.
convolvulus, a species of twining plant to which the morning glory belongs.
volume, a roll or scroll of parchment which was the ancient form of a book.
voluble, rolling smoothly, fluent, glib.

circumvolution	**involution**	**revolver**
convolution	**revolution**	**voluminously**
evolution	**revolutionary**	**volubility**
evolutionist	**revolutionize**	**revoltingly**

Review VI

visible	**tenacious**	**vocation**
circumvent	**event**	**maintenance**
voluble	**extraction**	**tangibility**
district	**evolution**	**review**
contagious	**adversary**	**revoke**

LETTER WRITING

Letter writing or correspondence implies that two persons are interested in or concerned about the same matter. In this respect letter writing differs from a private record or memorandum which may be read only by the writer.

Since a letter is intended to be read by another, the writer must do all he can (1) to insure its safe delivery, (2) to convey, in the best possible form, the thought intended, and (3) to see, if the letter is a reply, that it actually corresponds to, or answers the letter already received.

I. The Address on the Envelope

In order to insure the safe and prompt delivery of a letter, the sender should observe great care in addressing the envelope. The name of the person addressed should be written in the middle of the envelope from left to right and from top to bottom. This arrangement leaves room for the stamp at the top in the upper right-hand corner, and for directions for the return of the letter, in case of non-delivery, in the upper left-hand corner.

The parts of the address following the name should be indented to the right. This leaves room for readdressing in case a letter has to be forwarded. The "block" style of arrangement instead of indentation is frequently used on envelopes addressed on a typewriter to save time in spacing, but there is no reason for adopting it when letters are addressed by hand. To secure a uniform appearance, one should see that the lines forming the address are the same distance apart.

There is a tendency to omit marks of punctuation on the envelope. An abbreviation, however, is always followed by a period. If the address is punctuated, a comma should be placed after every line except the last, which is followed by a period.

As the last line on the envelope is the one read by the greatest number of persons while the letter is in transit, it should be written very distinctly and if two states have abbreviations which may easily be mistaken for each other, as N. Y. (New York) and N. J. (New Jersey), the names of the states should be written in full. The name of the state should never be omitted, as there are many cities and towns of the same name in different states; as Portland, Oregon and Portland, Maine; Washington, District of Columbia, and Washington, New Jersey; Columbus, Georgia, and Columbus, Mississippi. Over 37,000 letters are sent to the Dead Letter Office daily because postal clerks have not been able to deliver them to the persons for whom they were intended. The work of the Dead Letter Office would be greatly lessened if the public were more careful in addressing letters and if directions for the return of the letter to the writer, in case of non-delivery, were given on every envelope.

When streets or avenues are designated by numbers instead of by names, the numbers should be spelled out unless they are very long. Thus, 255 Fifth Avenue is better than 255 5th Avenue, but 620 One Hundred and Fifty-first Street is too long to be written out in full.

Care in the use of titles should be observed in addressing letters. Although the title Doctor is usually abbreviated (Dr.), it is not good form to abbreviate Professor. A clergyman without any other title should be addressed as Reverend, or The Reverend, which may be abbreviated, as, The Rev. James Cary Holden. A married woman should not be addressed by her husband's title; the wife of Dr. George D. Warner is Mrs. George D. Warner; the wife of Professor T. P. Thomas is Mrs. T. P. Thomas. Two or more unmarried sisters may be addressed in the plural; as, The Misses Lovell.

Titles like General, Colonel, Captain and President should not be abbreviated.

Return in 5 days to
Box 140, Orlando, Fla.

Mrs. Robert M. Lincoln,
640 Park Avenue,
Newark,
New Jersey.

324 Wisconsin Ave.,
Washington, D. C., U. S. A.

Mrs. James G. Talcott,
~~15 Wellington Sq.,~~
15 Montague St.,
London, W. C. ~~Oxford,~~
England.

Please forward.

Arrange the following addresses correctly on envelopes: Mr. Samuel S. Van Note 560 Wabash Ave Ill Chicago From J. S. Brown Box 65 Mendham New Jersey.

Return to Hopeland Cottage Ocean View New York. Mrs. J. Robbins Conant, Mountain Lake Vermont Box 122.

Dr. Haskell J. Hamilton Monmouth County Shrewsbury New Jersey The Towers Return in one week to Briarcliff Lodge Casco Maine.

II. The Heading of a Letter

The heading of a letter should never be omitted. It is written in the upper right-hand corner of the page and it consists of the street and number on the first line, the city and state on the second line slightly indented to the right, and the day of the month and the year on the third line. Care should be taken in placing the first line to allow enough room for the succeeding lines so that the date on the last line does not crowd the right-hand edge of the paper. Where no street and number is given, as in small towns or villages, only two lines are required for the heading. The punctuation consists of a comma after each line and a period at the end.

176 Broad St.,
Red Bank, N. J.,
Dec. 10, 1916.

Mt. Kisco, Penn.,
May 12, 1915.

III. The Salutation of a Letter

The salutation of a letter is placed at the left about two spaces below the last line of the heading, and it begins at the common margin. Its form depends upon the relation existing between the writer and the person addressed. In business letters and in letters addressed to persons unknown to the writer, the name

and address of the person to whom the letter is written is given first, as:

Mr. J. M. Johnson,
Navesink, N. J.
My dear Sir:

Lord and Taylor,
Fifth Ave., New York City.
Dear Sirs:

Miss Belle Mount,
Shrewsbury, N. J.
My dear Miss Mount:

Mrs. John B. Alcott,
Mt. Pleasant, Iowa.
My dear Madam:

In letters of friendship, the salutation is less formal and usually consists of but one line; as, Dear Cousin Jim, My dear Dr. Andrew.

It will be noted that the word *dear* is not spelled with a capital unless it stands at the beginning of the line, but the words *sir* and *madam* are always spelled with capitals.

Write proper salutations for letters addressed to the following persons:

Chas. Scribner's Sons, Fifth Avenue, New York; James G. Wallack, Mt. Tabor, Georgia; Anne J. Reynolds, Burlington, Iowa; your clergyman; your physician.

IV. The Body of a Letter

The arrangement of the body of a letter is the same as that of any other composition. Each paragraph should be indented and each topic discussed should be dealt with in a separate paragraph. A short letter usually consists of but one paragraph.

The first line of the paragraph begins below the last line of the salutation and usually at the common paragraph margin. The page should be well balanced in appearance and should indicate that the writer had a plan in mind when arranging the page. If the letter consists of more than two pages, they should be numbered. A letter of two pages, if on folded paper, should be written on alternate pages. Folded paper, not pad paper, should be used for social correspondence. The width of the margin depends upon the width of the paper.

V. The Complimentary Close

The form of the complimentary close, like that of the salutation, depends upon the relation existing between the writer and the person addressed. There is practically only one form for a business letter, and that is *Yours truly*, with the variations *Yours very truly* and *Very truly yours*. In letters of friendship the conclusion most frequently used is *Yours sincerely*, but *Cordially yours* and *Yours faithfully* are often used. Only the first word of the complimentary close is spelled with a capital. It is bad form either to contract or to abbreviate the complimentary close. The complimentary close should be written in the middle of the line below the body of the letter, without regard to the position of the last word in the body of the letter.

VI. The Signature

Business letters and also letters of friendship, unless the latter are very informal, should be signed in the way that the writer expects his name to appear on a letter sent in reply, except that one never prefixes a title to his own name. A married woman signs a letter with her Christian name, but in a letter to a stranger, she inserts her title and her husband's name in parenthesis, for the convenience of her correspondent. Thus, the wife of Reginald D. Anderson signs her letters Alice B. Anderson,

but places Mrs. Reginald D. Anderson on the same line, at the left. An unmarried woman prefixes *Miss* in parenthesis to her name when signing a business letter or a letter to a stranger.

A man should adopt one form of signature and use it invariably, not using initials at one time and signing his name in full at another. John R. Williams should not be J. R. Williams at one time and J. Robert Williams at another. Above all, one's signature should be legible. To sign one's name so that it is indecipherable is an affectation on the part of the writer and a discourtesy to one's correspondent.

VII. The Contents of a Letter

The first paragraph of a letter written in reply should contain an acknowledgment of the letter received; in the case of a business letter, the date of the letter received and its contents should be noted. A letter in reply should actually *correspond* to the letter received; that is, the writer should have the letter to be answered actually before him and should take up the points in the order mentioned. This applies especially to business letters, but it is also the most satisfactory method to pursue in answering a social letter. Every one has probably experienced the annoyance of receiving replies which ignore the contents of letters previously sent.

The following are examples of unsatisfactory and satisfactory replies.

126 Broad St.,
New York City,
Mar. 1, 1917.

Mr. J. A. Conover,
Lincroft, N. J.

My dear Sir:

I am looking for a farm in Monmouth County within easy reach of New York City. I saw in the February number of *Realty* that

you have a farm for sale. Will you kindly give me information in regard to its location, size, price, etc.

Yours very truly,
W. Salter Brown.

Mr. Brown received the following letter from Mr. Conover:

Lincroft, N. J.,
Mar. 3, 1917.

Mr. W. Salter Brown,
126 Broad St.,
New York City.

My dear Sir:

My farm is situated near Red Bank and contains about fifty acres. The farmhouse is in good condition and the barn is new. Farm land in this locality is worth about two hundred and fifty dollars an acre. If you would like to look my farm over, let me know.

Yours truly,
J. A. Conover.

Mr. Brown sent the same inquiry to Jas. E. McBride, who had also advertised a farm for sale, and from Mr. McBride he received the following answer:

Box 12, Middletown, N. J.,
Mar. 4, 1917.

Mr. W. Salter Brown,
126 Broad St.,
New York City.

My dear Sir:

I am in receipt of your letter dated March 1st asking for information concerning the farm I advertised in February *Realty*.

My farm consists of thirty-five acres, all under cultivation: five acres in a peach orchard which will come into bearing next year, ten acres in an apple orchard set out six years ago, and the rest in corn and potatoes. The farmhouse contains eight rooms and is in good repair. The barn and stable have been rebuilt within the past year.

My farm is within one mile of Middletown station on the New Jersey Central Railroad, and one hour by train from New York City. The nearest local market is Red Bank, three miles distant, a thriving town of about 12,000 inhabitants.

The doctor has advised me to move West on account of my wife's health and I am willing to sell, on that account, for $10,000 cash. There is a demand for farm land in this section and there is no doubt but that I could sell for $15,000 by waiting a little longer.

If you will let me know on what train you will arrive, I will meet you at Middletown station and show you my land.

Yours very truly,

Jas. E. McBride.

It will be seen that while Mr. Conover's letter is correct in form, it lacks the definiteness and detail of a good business letter. Mr. McBride's, on the other hand; gives, in a definite form, the information asked for, and would, undoubtedly, receive the more favorable consideration from Mr. Brown.

Rewrite Mr. Conover's letter, making it more definite and giving more facts. Write Mr. Brown's reply to Mr. McBride.

Write to the head of some summer camp for boys or girls asking for information in regard to the camp. Write the reply sent by the head of the camp. Advertisements of camps in periodicals may be consulted if necessary.

Read the following letter of friendship and note the difference in the two replies. Imagine yourself to be Marian Halleck

and decide in what respects Georgia McVey's answer is the more satisfactory. In accepting an invitation to make a visit, the time of one's arrival and departure should be stated definitely, so that one's hostess may plan accordingly.

The Pines,
Red Rock, N. Y.,
June 29th, 1917.

My dear Grace,

Mother and I would like to have you and your brother come to spend this week-end with us. Brother Bob starts for camp this week and that gives an extra room which we shall be glad to have your brother occupy. We are more than usually "full up" this summer, all of the family being at home, and you will have a chance to play tennis with at least five different players. So be sure to bring your racquets and tennis clothes.

Do write that you both can come and I will meet you at the Junction with the car.

Yours cordially,
Marian Halleck.

Saunder's Point, N. Y.,
June 31, 1917.

Dear Marian,

Thank you very much for the invitation for the week-end. I do not know whether Harry can come with me or not, but I hope so. I shall be glad to have a chance to play tennis with you. Our club is flourishing. Expect me on Friday.

Yours sincerely,
Grace M. Newell.

Marian wrote the same letter to Georgia McVey, who replied as follows:

Lake Manaho, N. Y.,
June 31, 1917.

My dear Marian,

It gives Horace and me much pleasure to accept your invitation for the week-end. You may expect us on Friday on the train which arrives at the Junction at five-thirty. We are bringing our racquets and tennis togs with us and we hope to find our old opponents in good form. Horace must be at business by nine o'clock on Monday. I hope we shall not disturb the household too much if we slip away at the barbarous hour of seven in the morning.

Give my regards to your mother.

Yours sincerely,
Georgia McVey.

Write Georgia McVey's note of thanks to Mrs. Halleck after Georgia's return home.

Write Horace McVey's note to Bob Halleck inviting him to go on a three days' fishing or hunting trip.

A formal letter is written in the third person and the reply should be in the same form. A formal letter should occupy the middle of the page. No abbreviations should be used.

Read the following invitation and replies carefully and note the points in which they differ from informal letters.

The graduating class of the Lake Forest High School requests the pleasure of Miss Lois M. Dalton's company at a dance given at the Casino on Friday evening, June the fifteenth, at nine o'clock.

Miss Lois M. Dalton accepts with pleasure the invitation of the graduating class of Lake Forest High School to attend a dance given at the Casino, June the fifteenth, at nine o'clock.

121 Euclid Avenue, June the tenth.

Miss Lois M. Dalton regrets that on account of illness she cannot accept the invitation of the graduating class of the Lake Forest High School to attend a dance given at the Casino on June fifteenth.

121 Euclid Avenue, June the tenth.

Write a formal invitation to the graduating exercises of your own school.

Write a note of acceptance.

Write a note of regret.

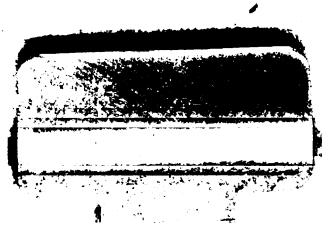
General Remarks

Business letters are usually written on plain, unruled paper in single sheets. A wider choice of stationery for social correspondence is allowed, but the paper should never be fantastic in tint or style. Plain, unruled, folded paper, in white or cream, of good quality, is in the best taste. Perfumed paper, elaborate monograms and highly colored sealing wax should be avoided. Envelopes should match the paper in size, color and texture.

It is decidedly discourteous to your correspondent to send a letter which is untidy in appearance, misspelled, or illegibly written. If a letter does not present a satisfactory appearance as regards neatness or arrangement, you should rewrite it until you cannot improve upon it. If you have not mastered the spelling of such words as it is necessary for you to use, keep a dictionary by you and use it. If you have not been able to acquire a beautiful style of penmanship, you can at least acquire a style that is neat and legible. Letters should be written in ink. No one should write a letter in pencil unless he is unable to use a pen.

A letter reveals a great deal of the writer's personality. No one can afford to send a letter which, by its appearance, form, or contents, creates an unfavorable impression.

YB 36576

463000

UNIVERSITY OF CALIFORNIA LIBRARY